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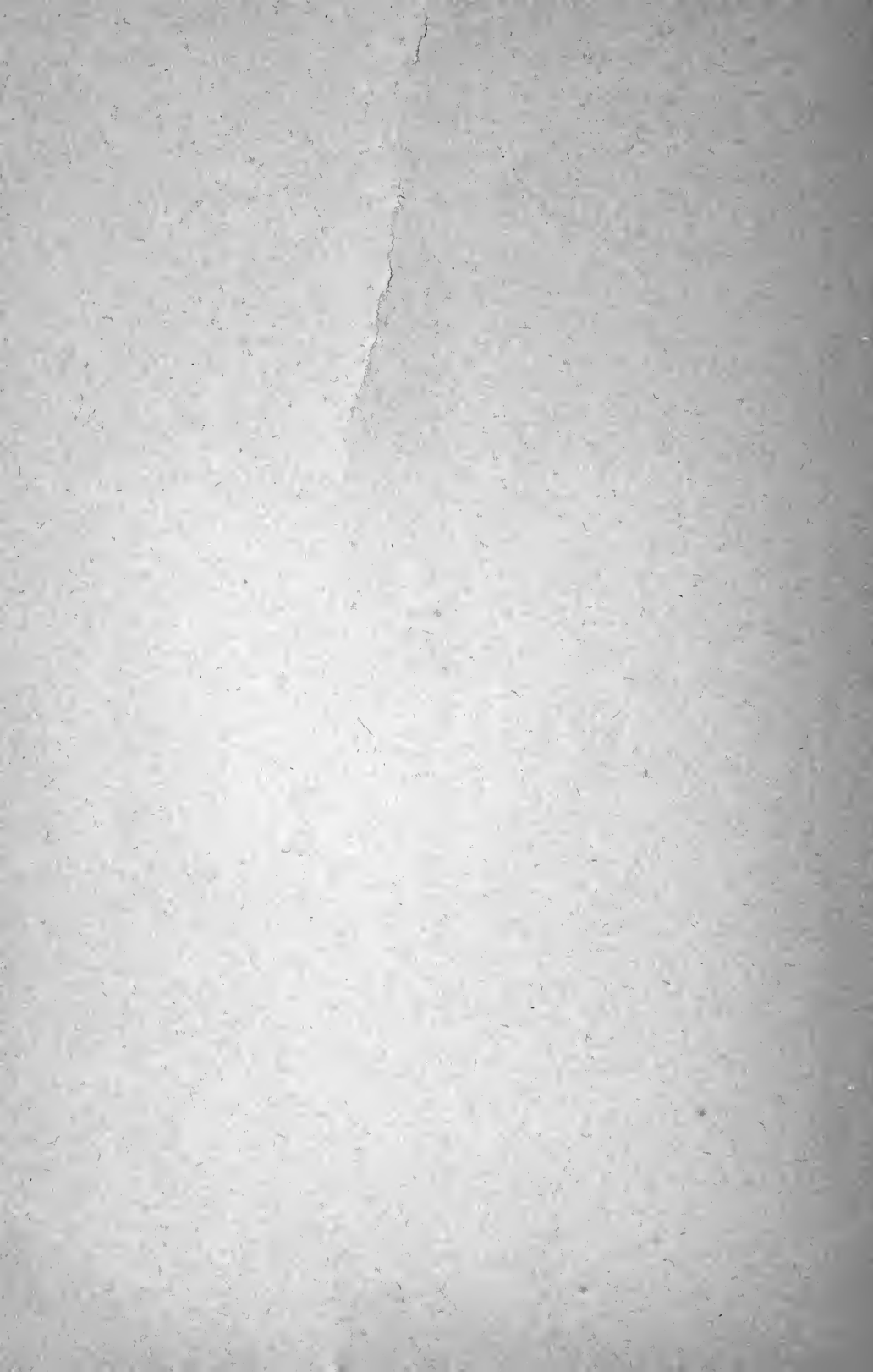
ITHACA PUBLIC SCHOOLS

MANUAL OF THE

BOARD OF EDUCATION

**THE LAW RELATING TO SCHOOLS
IN THE SEVERAL CITIES OF
NEW YORK STATE**

**BY-LAWS, RULES AND REGULATIONS
OF THE BOARD OF EDUCATION
OF ITHACA, N. Y.**



ITHACA PUBLIC SCHOOLS

MANUAL OF THE

1919 BOARD OF EDUCATION



ADOPTED MAY, 1919

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LAWS OF NEW YORK

CHAPTER 786

AN ACT to amend the education law, by providing for a board of education in the several cities of the state.

Became a law June 8, 1917, with the approval of the Governor. Passed, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Chapter twenty-one of the laws of nineteen hundred and nine, entitled "An act relating to education, constituting chapter sixteen of the consolidated laws," as amended by chapter one hundred and forty of the laws of nineteen hundred and ten, is hereby further amended by inserting therein a new article, to be known as article thirty-three-a, and to read as follows:

ARTICLE 33-A.

BOARD OF EDUCATION IN THE SEVERAL CITIES OF THE STATE

- Section 865. Board of education.
866. Board of education; eligibility; how chosen; term of office; vacancies.
867. Meetings of board of education.
868. Powers and duties of board of education.
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870. Powers and duties of superintendent of schools.
871. Board of examiners.
872. Appointment of associate, district or other superintendents, teachers, experts and other employees; their salaries, et cetera.
- 872a. Retirement of employees of board of education.
873. Local school board districts.
874. Bonds of employees.
875. Buildings, sites, et cetera.
876. Purchase and sale of real property.
877. Education budget.

878. Tax election.

879. Bond issue.

880. Funds; custody and disbursement of.

881. Continuation in office of boards, bureaus, teachers, principals and other employees.

§ 865. **Board of education.** 1. A board of education is hereby established in each city of the state. The educational affairs in each city shall be under the general management and control of a board of education to consist of not less than three and not more than nine members, to be chosen as hereinafter provided, and to be known as members of the board of education. The number of members on the board of education of each city shall be as follows:

a. A city having nine members or less on its board of education shall continue to have such number of members on said board as such board contains at the time this law goes into effect.

b. A city having a population of one million or more shall have a board of education to consist of seven members.

c. In all other cities of the state the number of members of the board of education shall be nine.

2. A board of education in office at the time this law goes into effect except as hereinafter provided shall continue in office and possess the powers and duties of a board of education under this article until its successor shall be chosen as provided herein.

3. The provisions of this act shall apply to and govern the operation and administration of the public school system and other educational affairs in a city which is created after this act goes into effect. The authorities in charge of the operation and administration of the schools and other educational affairs of the school districts included within such city at the time the act creating such city goes into effect shall continue in charge thereof until the first Tuesday in May thereafter. On such first Tuesday in May a board of education consisting of five members shall be elected at the annual school election in accordance with the provisions of this chapter. One member of such board shall be elected for one year, one member for two years, one member for three years, one member for four years, and one member for five years from the said first Tuesday of May. As their terms expire their successors shall be chosen for a full term of five years.

§ 866. **Board of education; eligibility; how chosen; term of office; vacancies.** 1. No person shall be eligible to the office of member of a board of education who is not a citizen of the United States and who has not been a resident of the city for which he is chosen for a period of at least three years immediately preceding the date of his election or appointment.

2. In a city having a population of one million or more and divided into boroughs, there shall be a board of education consisting of seven members. Two members of such board shall be residents of the borough having the largest population, two shall be residents of the borough having the second largest population, and one shall be a resident of each of the other boroughs in such city. The mayor shall appoint such members on the first Wednesday in January, nineteen hundred and eighteen, and in appointing them shall designate the terms of office of such members so that the term of one member shall expire on the first Tuesday in May, nineteen hundred and nineteen; one on the first Tuesday in May, nineteen hundred and twenty; one on the first Tuesday in May, nineteen hundred and twenty-one; one on the first Tuesday in May, nineteen hundred and twenty-two; one on the first Tuesday in May, nineteen hundred and twenty-three; one on the first Tuesday in May, nineteen hundred and twenty-four; and one on the first Tuesday in May, nineteen hundred and twenty-five. Their successors shall be chosen for full terms of seven years. Thereafter, as vacancies occur on such board they shall be filled from the several boroughs so that each borough shall always be represented on such board as required under this subdivision. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term.

3. In each city in which the law provides, prior to the time this article goes into effect, that the members of the board of education shall be chosen by vote of the people at an election separate from the general or municipal election, the members of the board of education of that city shall hereafter be elected by the voters at large at the annual school election.

4. In each city in which the law provides, prior to the time this article goes into effect, that the members of the board of education shall be chosen by vote of the people at a general or municipal election, the members of such board of education shall continue to

be so chosen by the voters at large at either a general or municipal election, or at both, and for the terms prescribed by such law.

5. In each other city of the state members of the board of education shall be appointed from the city at large by the mayor except as otherwise provided herein, but in a city having a population of four hundred thousand or more and less than one million, such appointments shall be subject to confirmation by the council. The members of the board of education in a city having a population of four hundred thousand or more and less than one million shall be appointed by the mayor on January fifteenth, nineteen hundred and eighteen, subject to confirmation by the council, for terms of one, two, three, four and five years from the first Tuesday in May, nineteen hundred and seventeen, and their successors shall be appointed as provided herein for five years.

6. If the number of members on a board of education in a city in which the members of such board are chosen at an annual school, general or municipal election exceeds nine, no person shall be elected to membership thereon as vacancies occur until the number of members on such board shall be less than nine.

7. If the number of members on a board of education in a city in which the members of such board are appointed by the mayor exceeds nine, the term of office of each member of such board shall cease and terminate when this act takes effect, except as otherwise provided herein, and the mayor in each of such cities shall thereupon appoint a board of education to consist of nine members. Such members shall be appointed for the following terms: two members to serve until the first Tuesday in May, nineteen hundred and eighteen; two to serve until the first Tuesday in May, nineteen hundred and nineteen; two until the first Tuesday in May, nineteen hundred and twenty; two until the first Tuesday in May, nineteen hundred and twenty-one, and one until the first Tuesday in May, nineteen hundred and twenty-two. As their terms expire, their successors shall be chosen for a full term of five years.

8. The persons either elected or appointed to membership for a full term on a board of education, and their successors in office, shall be elected or appointed for terms of five years each, except as otherwise provided in this act.

9. In a city having less than five members on its board of education the term of office of such members shall be for the period of time specified in the law in effect prior to the time this act goes into effect. As the terms of office of such members expire their successors shall be chosen for like terms.

10. (a) When vacancies occur in a board of education by expiration of term, prior to the first Tuesday in May, nineteen hundred and twenty-one, in a city in which the members of such board are elected at the annual school election held on the first Tuesday in May, such vacancies shall be filled for such terms that the terms of one-fifth, or as near as may be, of all members of such board shall expire on the first Tuesday in May, nineteen hundred and twenty-one and annually thereafter.

(b) Where such vacancies have been filled by appointment by the mayor as required herein since June eighth, nineteen hundred and seventeen, or shall be hereafter so filled, the mayor shall designate the terms for which such persons so appointed are to hold office so that the terms of one-fifth, or as near as may be, of the members of such board shall expire on the first Tuesday in May, nineteen hundred and twenty-one and annually thereafter.

(c) The persons so elected or appointed shall take office immediately thereafter, except as otherwise provided herein.

11. If a vacancy occurs other than by expiration of term of office in the office of a member of a board of education in a city in which such members are elected at a school, or general, or municipal election, such vacancy shall be filled by appointment by the mayor until the next annual school election is held, and such vacancy shall then be filled at such election for the unexpired portion of such term.

12. If such vacancy occurs in such office in a city in which the members of the board of education are appointed by the mayor, such vacancy shall be filled by appointment by the mayor of such city for the unexpired portion of such term, but in a city having a population of four hundred thousand or more and less than one million, such appointment shall be subject to confirmation by the council.

§ 867. **Meetings of board of education.** 1. The annual meeting of a board of education shall be held on the second Tuesday in

May, at four o'clock in the afternoon, at which meeting the board shall select a president for the ensuing year.

2. Each of such boards shall also fix the day and hour for holding regular board meetings which shall be at least as often as once each month and shall also prescribe a method for calling special meetings of such board.

§ 868. **Powers and duties of board of education.** Subject to the provisions of this chapter, the board of education in a city shall have the power and it shall be its duty

1. To perform any duty imposed upon boards of education or trustees of common schools under this chapter or other statutes, or the regulations of The University of the State of New York or the commissioner of education so far as they may be applicable to the school or other educational affairs of a city, and not inconsistent with the provisions of this article.

2. To create, abolish, maintain and consolidate such positions, divisions, boards or bureaus as, in its judgment, may be necessary for the proper and efficient administration of its work; to appoint a superintendent of schools, such associate, district and other superintendents, examiners, directors, supervisors, principals, teachers, lecturers, special instructors, medical inspectors, nurses, auditors, attendance officers, secretaries, clerks, janitors and other employees and other persons or experts in educational, social or recreational work or in the business management or direction of its affairs as said board shall determine necessary for the efficient management of the schools and other educational, social, recreational and business activities; and to determine their duties except as otherwise provided herein.

3. To have the care, custody, control and safekeeping of all school property or other property of the city used for educational, social or recreational work and not specifically placed by law under the control of some other body or officer, and to prescribe rules and regulations for the preservation of such property.

4. To purchase and furnish such apparatus, maps, globes, books, furniture and other equipment and supplies as may be necessary for the proper and efficient management of the schools and other educational, social and recreational activities and interests under its management and control. To provide textbooks or other

supplies to all the children attending the schools of such cities in which free textbooks or other supplies are lawfully provided prior to the time this act goes into effect.

5. To establish and maintain such free elementary schools, high schools, training schools, vocational and industrial schools, kindergartens, technical schools, night schools, part-time or continuation schools, vacation schools, schools for adults, open air schools, schools for the mentally and physically defective children or such other schools or classes as such board shall deem necessary to meet the needs and demands of the city.

6. To establish and maintain libraries which may be open to the public, to organize and maintain public lecture courses, and to establish and equip playgrounds, recreation centers, social centers, and reading rooms from such funds as the education law or other statutes authorize and the state appropriates for such purposes, and from such other funds as may be provided therefor from local taxation or other sources.

7. To authorize the general courses of study which shall be given in the schools and to approve the content of such courses before they become operative.

8. To authorize and determine the textbooks to be used in the schools under its jurisdiction, but in a city having a board of superintendents, the books thus authorized and determined shall be from lists recommended by such board.

9. To prescribe such regulations and by-laws as may be necessary to make effectual the provisions of this chapter and for the conduct of the proceedings of said board and the transaction of its business affairs, for the general management, operation, control, maintenance and discipline of the schools, and of all other educational, social or recreational activities and other interests under its charge or direction.

10. To perform such other duties and possess such other powers as may be required to administer the affairs placed under its control and management, to execute all powers vested in it, and to promote the best interests of the schools and other activities committed to its care.

§ 869. Superintendent of schools, associate superintendents, board of superintendents. The superintendent or an associate

superintendent of schools of a city in office when this article goes into effect shall hold his position for the term for which he was chosen and until his successor is chosen. A superintendent or associate superintendent appointed after this article goes into effect shall hold his position in a city of the first class for a period of six years from the date of his appointment subject to removal for cause and in all other cities subject to the pleasure of the board of education. In a city having a population of one million or more there shall be eight associate superintendents, and the superintendent of schools and such associate superintendents shall constitute a board of superintendents. The superintendent of schools shall be the chairman of such board. A superintendent or an associate superintendent may vacate his position by filing a written resignation with the board of education. No person shall be eligible to the position of superintendent of schools or associate, district or other superintendent of schools or a member of the board of examiners unless he is

1. A graduate of a college or university approved by The University of the State of New York, and has had at least five years' successful experience in the teaching or in the supervision of public schools since graduation; or

2. A holder of a superintendent's certificate issued by the commissioner of education under regulations prescribed by the regents of The University of the State of New York, and has had at least ten years' successful experience in teaching, or in public school administration, or equivalent educational experience approved by the commissioner of education.

§ 870. **Powers and duties of superintendent of schools.** The superintendent of schools of a city shall possess, subject to the by-laws of the board of education, the following powers and be charged with the following duties:

1. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the board of education, to be the chief executive officer of such board and the educational system, and to have a seat in the board of education and the right to speak on all matters before the board, but not to vote.

2. To prepare the content of each course of study authorized by the board of education, but in a city having a board of superintendents the content of each of such courses shall be prepared and recommended by the board of superintendents, submitted to the board of education for its approval and, when thus approved, the superintendent or board of superintendents, as the case may be, shall cause such courses of study to be used in the grades, classes and schools for which they are authorized.

3. To recommend suitable lists of textbooks to be used in the schools, but in a city having a board of superintendents such board of superintendents shall recommend to the board of education such lists.

4. To have supervision and direction of associate, district and other superintendents, directors, supervisors, principals, teachers, lecturers, medical inspectors, nurses, auditors, attendance officers, janitors and other persons employed in the management of the schools or the other educational activities of the city authorized by this chapter and under the direction and management of the board of education; to transfer teachers from one school to another, or from one grade of the course of study to another grade in such course, and to report immediately such transfer to said board for its consideration and action, but in a city having a board of superintendents such transfers shall be made upon the recommendation of such board; to report to said board of education violations of regulations and cases of insubordination, and to suspend an associate, district or other superintendent, director, supervisor, expert, principal, teacher or other employee until the next regular meeting of the board when all facts relating to the case shall be submitted to the board for its consideration and action.

5. To have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, medical inspection, recreation and social center work, libraries, lectures and all the other educational activities and interests under the management, direction and control of the board of education, but in a city having a board of superintendents rules and regulations for the promotion and graduation of pupils shall be made by such board.

6. To issue such licenses to teachers, principals, directors and

other members of the teaching and supervising staff as may be required under the regulations of the board of education in cities in which such board requires its teachers to hold qualifications in addition to or in advance of the minimum qualifications required under this chapter. In a city having a board of examiners, such licenses shall be issued on the recommendation of such board.

§ 871. **Board of examiners.** In a city having a population of one million or more there shall be a board of examiners to consist of four members. No person while in the supervising or teaching service in the city shall serve on such board. It shall be the duty of the board to hold examinations whenever necessary, to examine all applicants who are required to be licensed or to have their names placed upon eligible lists for appointment in the schools in such city, except examiners, and to prepare all necessary eligible lists. Eligible lists shall not be merged and one eligible list shall be exhausted before nominations are made from a list of subsequent date. No eligible lists, except a principals' eligible list shall remain in force for a longer period than three years. The board of examiners may employ temporary assistants at a compensation fixed by the board of education. It shall perform such other duties as the board of education may require.

§ 872. **Appointment of district or other superintendents, teachers and other employees; their salaries, et cetera.** 1. District superintendents, directors, supervisors, principals, teachers and all other members of the teaching and supervising staff, except associate superintendents and examiners, authorized by section eight hundred and sixty-eight of this article, shall be appointed by the board of education, upon the recommendation of the superintendent of schools, but in a city having a board of superintendents on the recommendation of such board, for a probationary period of not less than one year and not to exceed three years; such period to be fixed by the board of education in its discretion. The service of a person appointed to any of such positions may be discontinued at any time during such probationary period, on the recommendation of the superintendent of schools, and in a city having a board of superintendents on the recommendation of such board, by a majority vote of the board of education.

2. Associate superintendents, examiners and all other employees authorized by section eight hundred and sixty-eight of this article,

except as otherwise provided in subdivision one of this section, shall be appointed by the board of education.

3. At the expiration of the probationary term of a person appointed for such term, the superintendent of schools, and, in a city having a board of superintendents, such board shall make a written report to the board of education recommending for permanent appointment those persons who have been found *competent, efficient and satisfactory*. Such persons and all others employed in the teaching, examining or supervising service of the schools of a city, who have served the full probationary period, or have rendered satisfactorily an equivalent period of service prior to the time this act goes into effect shall hold their respective positions during *good behavior and efficient and competent service*, and shall not be removable except for cause after a hearing by the affirmative vote of a majority of the board. In a city in which teachers have not permanent tenure under the laws in force prior to the time this act goes into effect, such teachers shall be entitled to receive permanent appointments after serving the probationary period fixed by the board of education as herein provided.

4. No principal, supervisor, director, or teacher shall be appointed to the teaching force of a city who does not possess qualifications required under this chapter and under the regulations prescribed by the commissioner of education for the persons employed in such positions in the schools of the cities of the state, but a board of education may prescribe additional or higher qualifications for the persons employed in any of such positions.

5. In a city having a population of four hundred thousand or more, recommendations for appointment to the teaching and supervising service, except for the position of superintendent of schools, associate superintendent or district superintendent, or director of a special branch, principal of or teacher in a training school, or principal of a high school, shall be from the first three persons on appropriate eligible lists prepared by the board of examiners. Eligible lists in force at the time this act takes effect and the relative standing of persons whose names are on said lists shall not be affected by the passage of this act. The board of education, on the recommendation of the superintendent of schools, and in a city having a board of superintendents on the recommendation of such board, shall designate, subject to the other provisions of this chapter, the kind

and grades of licenses which shall be required for service as principal, branch principal, director, supervisor or teacher of a special branch, head of department, assistant or any other position of the teaching staff together with the academic and professional qualifications required for each kind or grade of license. No person required to have a license under the provisions of this chapter in order to be employed in a position who does not have such license shall have any claim for salary.

6. The salaries of all members of the supervising and teaching force and of all employees and for all positions authorized under section eight hundred and sixty-eight of this act shall continue to be on the same basis as such salaries and positions are when this article goes into effect, and such salaries shall continue to be regulated and increased in the same manner, by the same provisions of law and under the same conditions as such salaries are regulated and increased under the laws governing such salaries at the time this article goes into effect. Rules and regulations shall be adopted governing excusing of absences and for the granting of leaves of absence either with or without pay.

§ 872-a. **Retirement of employees of board of education.** The board of education in a city having a population of one hundred thousand or more shall have power to establish a retirement system for all civil employees permanently employed by said board other than superintendents and teachers who may now be retired under the provisions of other retirement laws. The board of education of such city shall adopt appropriate rules and regulations for the government, management and control of the retirement of said employees. Before they become effective such rules and regulations must be approved by the board of estimate and apportionment in a city having such body, and in a city not having such body by the common council or such other officers or bodies as have the management and control of financial affairs similar to that exercised by such board of estimate and apportionment. The board of estimate and apportionment in a city having such body, and in other cities the officers or bodies performing the functions similar to those of a board of estimate and apportionment, shall appropriate annually the sum necessary to pay the expenses of the administration of this act and to also pay such amount to the employees herein described as they shall be entitled to receive annually under the rules and regu-

lations prescribed by the board of education and approved by the said board of estimate and apportionment or other authorities. In no event shall the rules and regulations prescribed by the board of education and approved by the board of estimate and apportionment or other authorities named herein provide for the annual payment of a sum to exceed fifty per centum of the average annual salary of an employee for the ten years of service immediately preceding his retirement.

§ 873. Local school board districts. 1. The local school board districts in a city having a population of one million or more are hereby continued as they exist at the time this article goes into effect subject, however, to the provisions contained herein. The board of education of such city may modify the boundaries of such districts, consolidate two or more of such districts, and establish new districts.

2. There shall be in each of such districts a local school board of five members appointed by the president of the borough in which such district is located. The board of education shall designate as a member of a local school board one member of the board of education and the city superintendent of schools shall assign one district superintendent to advise with such board.

3. The members of such local school boards in office prior to the time this article goes into effect shall serve for the term for which they were appointed. The full term of office of a member of such board shall be five years. A vacancy on such board shall be filled by the borough president for the unexpired term.

4. Subject to the provisions of this chapter a local school board shall within its district have the power and it shall be its duty to visit the schools at least once every quarter; to make recommendations to the board of education with respect to matters affecting the interests of the schools; subject to the by-laws of the board of education, to transfer teachers from school to school, to excuse absences of teachers, to hear charges against principals or teachers and make recommendations thereon to the board of education, and to perform such other duties as may be required under said by-laws; to provide by-laws regulating the exercise of the powers and duties vested in it, provided such by-laws are not in conflict with the by-laws of the board of education; to elect a secretary and determine his duties. The secretary is hereby authorized to ad-

minister oaths and take affidavits in all matters pertaining to the schools in his district, in which a local school board has power to act, and for that purpose shall possess all the powers of a commissioner of deeds, but shall not be entitled to any fees or emoluments thereof. The board of education shall provide for the expenses of a local school board and for its places of meeting.

§ 874. **Bonds of employees.** The board of estimate and apportionment of a city or in a city having no board of estimate and apportionment the body or officer performing the duties performed by a board of estimate and apportionment which may now legally require bonds of such employees may continue to require bonds of such employees in such amount as such board of estimate and apportionment or other body or officer shall determine. In all other cities bonds may be required of such employees by the board of education. The premiums on such bonds shall be paid by the city.

§ 875. **Buildings, sites, et cetera.** 1. A board of education is authorized and it shall have power to purchase, repair, remodel, improve or enlarge school buildings or other buildings or sites, and to construct new buildings, subject to such limitations and restrictions and exceptions as are herein provided.

2. Whenever in the judgment of a board of education it is necessary to select a new site, or to enlarge a present site, or to designate a playground or recreation center, or to acquire title to or lease real property for other educational purposes authorized by this chapter, such board may take options on property desirable for such purposes but before taking title thereto shall pass a resolution stating the necessity therefor, describing by metes and bounds the grounds or territory desired for each of these purposes, and estimating the amount of funds necessary therefor. An item for such amount if funds are not available for the purchase or lease of such property may be included in the next annual budget if not included in a special budget as herein provided.

3. Whenever in the judgment of a board of education the needs of the city require a new building for school purposes or for recreation or other educational purposes authorized by this chapter, or when in its judgment a building should be remodelled or enlarged, such board shall pass a resolution specifying in detail the necessity therefor and estimating the amount of funds necessary for such

purposes. An item for such amount if funds are not available for the construction of such building may be included in the next annual budget if not included in a special budget as herein provided.

4. No site shall be designated except upon a majority vote of a board of education and no building shall be constructed, remodelled or enlarged until the plans and specifications therefor are approved by the board of education.

5. After a site has been selected and plans and specifications for a building thereon have been approved as provided herein, a board of education in a city having a population of more than four hundred thousand but less than one million may, in its discretion, by regulation deliver such plans and specifications to the council which may thereupon, in its discretion, award a contract for the erection of such building in the same manner and in accordance with the provisions of law regulating the awarding of contracts for the construction of municipal buildings of such city.

6. In a city of the second class in which the common council, the board of estimate and apportionment and the board of contract and supply and the commissioner of public works or other city officials, or any one or more thereof, has the authority under the law in force prior to the time this act takes effect to erect, remodel, improve, or enlarge school buildings or to purchase supplies or real property for any school purpose, such officers, board or boards shall continue to possess such powers and duties and to perform such functions.

7. When the real property of a city under the control and management of the board of education is no longer needed for educational purposes in the city, such board shall notify the common council of such fact and in a city having no common council, the council or the commissioners of the sinking fund, and such common council or such council or such commissioners of the sinking fund, as the case may be, may then sell or dispose of such property in the manner in which other real property owned by the city may be sold or disposed of and the proceeds thereof shall be credited to the funds under the control and administration of the board of education in such city, except that in cities where the proceeds of such sales are required by statute, in effect prior to the time this article goes into effect, to be paid to the credit of the sinking fund established and maintained therein, the proceeds of such sale

shall continue to be paid to the credit of the sinking fund of such city or cities as required by statute, and except that in a city having a council or a board of estimate and apportionment, such council or board may, by resolution, authorize the use of the proceeds of such sale for other municipal purposes.

8. No contract for the purchase of supplies, furniture, equipment, or for the construction or the alteration or remodelling of any building shall be entered into by a board of education involving an expenditure or liability of more than one thousand dollars unless said board shall have duly advertised for estimates for the same and the contract in each case shall be awarded to the lowest responsible bidder furnishing the security as required by such board.

§ 876. **Purchase and sale of real property.** The board of education may purchase real property for any of the purposes authorized by law and shall take title thereof in the name of the city or when the boundaries of a city and a city school district are not coterminous, in the name of the city school district, and when the owner of such property refuses to sell the same or such board is unable to agree with the owner of such property on the purchase price thereof, it shall have the power and authority to institute such proceedings and take any action necessary to acquire title to such property under and pursuant to the provisions of the condemnation law, city charter, or of any special statute authorizing proceedings to acquire title by right to *eminent domain*, except that in a city in which the common council, board of contract and supply or other city officers or body are authorized and empowered by law to acquire title to real property for school purposes under the laws in force at the time this act goes into effect, said council, board, officers or body shall continue to possess such powers and shall exercise the same, including the power to condemn real property for said purposes, under the provisions of law relating thereto notwithstanding any of the provisions contained in this act.

§ 877. **Annual estimate.** 1. The board of education in each city having a population of less than one million shall prepare annually an itemized estimate for the current or ensuing fiscal year of such sum of money as it may deem necessary for the purposes stated in this section, after crediting thereto the amount anticipated in the next apportionment of school funds from the state and the estimated amount to be received from all other sources.

Such itemized estimate in such cities shall be filed at such times and in such manner as city departments or officers are required to submit estimates for such departments or officers. The board of education in each other city shall prepare annually an itemized estimate for the ensuing fiscal year and file the same on or before the first day of September. Such estimate shall be for the following purposes:

a. The salary of the superintendent of schools, associate, district or other superintendents, examiners, directors, supervisors, principals, teachers, lecturers, special instructors, auditors, medical inspectors, nurses, attendance officers, clerks and janitors and the salary, fees or compensation of all other employees appointed or employed by said board of education.

b. The other necessary incidental and contingent expenses including ordinary repairs to buildings and the purchase of fuel and light, supplies, textbooks, school apparatus, books, furniture and fixtures and other articles and service necessary for the proper maintenance, operation and support of the schools, libraries and other educational, social or recreational affairs and interests under its management and direction. The provisions of this section in regard to the purchase of light shall not apply to a city having a population of one million or more.

c. The remodelling or enlarging of buildings under its control and management, the construction of new buildings for uses authorized by this chapter and the furnishing and equipment thereof, the purchase of real property for new sites, additions to present sites, playgrounds or recreation centers and other educational or social purposes, and to meet any other indebtedness or liability incurred under the provisions of this chapter or other statutes, or any other expenses which the board of education is authorized to incur.

2. In a city which had, according to the state census of nineteen hundred and fifteen, a population of less than fifty thousand such estimate shall be filed with the clerk of the common council and the common council shall include, except as otherwise provided herein, in the next annual tax and assessment roll of the city the amount specified in such estimate and the same shall be collected in the same manner as other city taxes are collected and shall be placed to the credit of the board of education as herein provided.

In each city in which the law provides, prior to the time this article goes into effect, that such assessment shall be included in a school tax and assessment roll, separate and distinct from the annual tax and assessment roll, and at a different time, such assessment shall continue to be included in a school tax and assessment roll, to be prepared and levied at the same time each year as the law provides in respect to said cities prior to the time this article goes into effect. In case more than twenty-five thousand dollars is required to be raised by tax for the purposes specified in paragraph c of subdivision one of this section, the common council, or the board of education or either, may provide for the submission to the voters of the city, at a tax election, the proposition for the expenditure of such sum or may levy a tax to be payable in installments, for such purposes, and may issue and sell municipal bonds as hereinafter provided. In cities in which the board of education is either appointed, or is elected at a general or municipal election, the submission of such question shall be to the voters of such city at either a general or municipal election.

2-a. In the city of Lockport such estimate shall be filed with the clerk of the common council and shall be known as the school budget, and the common council shall include the amount specified in such budget in a school tax and assessment-roll, to be entirely separate and distinct from the annual tax and assessment-roll, and the amount provided therein shall be collected at the same time and in the same manner as other city taxes are collected, and shall be placed to the credit of the board of education as herein provided.

3. In a city of the third class in which the common council, under statutes in effect prior to the time when this act takes effect, has the power to determine the amount of funds which shall be included in the estimate for the support and maintenance of public schools, and in any such city in which the mayor under such statutes has the power to consider and determine the amounts included in such estimate for the support and maintenance of public schools, such common council and mayor shall have the same power and shall perform the same duties as are required under the statutes in effect prior to the taking effect of this act, and the provisions of such statutes shall continue in full force and effect notwithstanding the provisions of this act. Nothing in this act shall be construed as conferring upon the common council of a city of the third class the

power to determine the amount which shall be used for school purposes, which was not specifically conferred upon the common council of such city under the statutes in effect prior to the taking effect of this act. Where the mayor, under a statute in effect prior to the taking effect of this act, reduces or eliminates items in the estimate for the support and maintenance of public schools in the city, he must return such estimate to the board of education, stating his reasons for making such reductions or eliminations, within ten days after the filing of such estimate, and thereupon the board of education may take action on such estimate and may by a three-fourths vote of the members of the board restore the items so reduced or eliminated, and the estimate shall thereupon become effective and the amounts specified therein shall be levied and collected in the same manner as other city taxes are collected.

4. In a city of the second class in which the board of estimate and apportionment has authority, under the statutes in effect prior to the time this act goes into effect, to determine the amount of funds which shall be included for the support and maintenance of public schools in the estimate to be submitted to the common council, and in a city of the first class having a population of less than four hundred thousand, according to the federal census of nineteen hundred and ten, such estimate shall be filed with the mayor. The mayor shall place such estimate before the board of estimate and apportionment at the same time and in the same manner as estimates from city departments or officers are placed before said board of estimate and apportionment, and such estimate shall thereafter be subject to the same consideration, action and procedure as all other estimates from city departments or officers. The said board of estimate and apportionment may increase, diminish or reject any item contained in said estimate, except for fixed charges for which the city is liable. When such estimate is adopted the board of estimate and apportionment shall file it with the common council.

5. The board of education in each other city of the second class shall file such estimate with the mayor. The common council of each city included within the provisions of this subdivision shall include the amount of such estimate in the tax and assessment roll of the city and the same shall be collected and placed to the credit of the board of education as herein provided, except that a tax

for the purposes specified in paragraph c of subdivision one of this section shall be levied payable in installments and bonds therefor shall be issued and sold as hereinafter provided.

6. In a city which had, according to the federal census of nineteen hundred and ten, a population of four hundred thousand or more but less than one million such estimate shall be filed with the officer authorized to receive other department estimates and the same acted on by such officer and by the council of such city in the same manner and with the same effect as other department estimates. The council is also authorized, in its discretion, to include in such budget a sum for any of the purposes enumerated in paragraph c of subdivision one of this section, and any further amount for such purposes as may be authorized by a tax election held in such city pursuant to the provisions of this chapter. After the adoption of such budget the council shall cause the amount thereof to be included in the tax and assessment roll of the city and the same shall be collected in the same manner and at the same time as other taxes of the city are collected, and placed to the credit of the board of education.

7. In a city which had, according to the federal census of nineteen hundred and ten, a population of one million or more such estimate shall be filed with the board of estimate and apportionment. If the total amount requested in such estimate shall be equivalent to or less than four and nine-tenths mills on every dollar of assessed valuation of the real and personal property in such city liable to taxation, the board of estimate and apportionment shall appropriate such amount. If the total amount contained in such estimate shall exceed the said sum of four and nine-tenths mills on every dollar of assessed valuation of the real and personal property in such city liable to taxation, such estimate shall, as to such excess, be subject to such consideration and such action by the board of estimate and apportionment, the board of aldermen, and the mayor as that taken upon departmental estimates submitted to the board of estimate and apportionment. The board of estimate and apportionment is authorized to make additional appropriations for educational purposes authorized by this chapter. The general school fund shall consist of all moneys raised for the payment of the salaries of all persons employed in the supervising and teaching staff, including the superintendent of schools and all associate, district and

other superintendents, members of the board of examiners, attendance officers, supervisor of lectures, lecturers and director and assistant director of the division of reference and research. The special school fund shall contain and embrace all moneys raised for educational purposes not comprised in the general school fund. The general school fund shall be raised in bulk and for the city at large. The board of education shall administer all moneys appropriated or available for educational purposes in the city, subject to the provisions of law relating to the audit and payment of salaries and other claims by the department of finance.

8. A board of education may, to meet emergencies which may arise, submit a special estimate in which items for extraordinary expenses may be submitted to meet such emergencies. Such estimate shall contain a complete statement of the purposes for which the items are requested and the necessity therefor. The same method of procedure shall be followed in submitting such estimate and such estimate shall be subject to the same consideration and action as is required in the submission, consideration and action upon the regular annual estimate submitted by a board of education. The common council in such a city shall have power to make the appropriations requested by a board of education in such special estimate. The common council of a city of the third class, the common council, the board of estimate and apportionment of a city of the second class and, in a city having a population of four hundred thousand or more and less than one million, according to the federal census of nineteen hundred and ten, the council may temporarily borrow the amount appropriated on city certificates of indebtedness or by the issuance of revenue bonds, or other municipal bonds, which certificates of indebtedness or bonds shall be payable at such time and in such manner as shall be provided by general laws or the charter of such city for other certificates of indebtedness or revenue bonds.

9. In cities in which the boundaries of the school district or districts are not coterminous with the city boundaries and in which the board of education, under the provisions of law existing at the time of the passage of this act, is authorized to levy taxes for school purposes, the board of education is hereby authorized and empowered to prepare, fix and determine the education budget for all the purposes set forth in this section, and said board of education shall

levy and collect the necessary tax or taxes for all the purposes specified in said budget in accordance with the provisions of the education law. In the event the boundaries of said city or cities are hereafter made coterminous with the school district boundaries this provision shall no longer apply.

10. A board of education shall not incur a liability or an expense chargeable against the funds under its control or the city for any purpose in excess of the amount appropriated or available therefor or otherwise authorized by law.

11. In a city in which, under the statutes in effect prior to the time of the taking effect of this act, it is provided that the estimate of expenditures for the support and maintenance of the public schools of the city shall not be less than a specified per capita sum, based on the number of pupils enrolled in the public schools of the city, the amount authorized or required to be included in the estimate of school expenditures as provided in this act shall not be less than the per capita sum specified in such statute.

§ 878. **Tax election.** 1. In a city having a population of less than seventy-five thousand, according to the federal census of nineteen hundred and ten, the board of education may call a tax election, by giving notice thereof as notice is required under the education law of an annual school election and submit to those qualified to vote at such election a proposition to expend a sum of money in excess of twenty-five thousand dollars for any of the purposes enumerated in paragraph c of subdivision one of section eight hundred and seventy-seven of this chapter. The provisions of law relating to and governing annual school elections, including inspectors, notices, qualifications of voters, challenges, hours for keeping polls open, penalties, canvass of votes, filing returns, supplying ballots, and all other matters relating to an annual election shall apply to and govern, so far as may be practicable, a tax election *except in a city* in which the election of members of the board of education is held at the general or municipal election. In such cities the law applying to and governing such general or municipal elections shall apply to and govern such tax election.

2. In such a city in which the members of the board of education are elected at the general or municipal election, a tax election for like purposes may be held by direction of the board of educa-

tion. The provisions of law regulating such general or municipal elections in such cities shall apply to and govern the method of calling and holding tax elections in said cities.

§ 879. **Bond issue.** 1. When the common council or the voters of a city authorize an appropriation to be raised by a tax in installments for any of the purposes enumerated in paragraph c of subdivision one of section eight hundred and seventy-seven of this chapter, city bonds shall be issued in the same manner and under the same provisions as other bonds are or may be issued by such city. The principal and interest of such bonds shall be paid out of moneys raised by tax therefor in the same manner as other school moneys are raised, when such bonds and the interest thereon shall become due and payable. In a city having a population of four hundred thousand or more but less than one million, according to the federal census of nineteen hundred and ten, such bonds shall be issued by the council.

2. In a city of the second class and in a city of the first class having a population of less than four hundred thousand, according to the federal census of nineteen hundred and ten, the common council and the board of estimate and apportionment or other municipal authorities who were authorized and empowered under the laws in force prior to the eighth day of June, nineteen hundred and seventeen, to determine upon the necessity of issuing bonds for any of the purposes enumerated in paragraph c of subdivision one of section eight hundred and seventy-seven of this chapter, shall continue to possess such power and may authorize, issue and sell bonds for any of the purposes so enumerated, in the same manner and with the same force and effect as prior to the said eighth day of June, nineteen hundred and seventeen.

3. In a city having a population of four hundred thousand or more but less than one million, the council of such city may, by a vote of four-fifths of its members, authorize from time to time the issuance of bonds of said city to defray the expense of the construction, improvement and equipment of school buildings or the purchase or acquisition of school sites, which expense shall not have been included in the budget, in such amounts and payable at such times and places and having such rates of interest, not exceeding six per centum per annum, as said council may determine, interest to be paid semi-annually, said bonds, however, to be due in

not more than fifty years from their date and to be sold for not less than their par value and accrued interest. Such bonds may be made payable in equal proportions during a number of successive years not exceeding a period of fifty years from their issuance, as the council shall determine. Such bonds shall be issued and sold by the authorities of the city in the same manner that bonds for other municipal purposes are issued and sold and the proceeds of the sale of such bonds shall be paid into the treasury of the city and placed to the credit of the board of education. As such bonds become due the municipal authorities of the city shall include in the tax levy, and assess upon the property of the city, the amount necessary to pay such bonds and interest thereon.

4. In a city having a population of one million or more, the board of estimate and apportionment may in its discretion annually cause to be raised such sums of money as may be required for the purposes enumerated in subdivision c of section eight hundred and seventy-seven of this act, in the manner provided by law for the raising of money for such purposes.

5. In a city in which the boundaries of the school district or districts are not coterminous with the city boundaries, taxes may be raised in installments and district bonds issued for any of the purposes enumerated in paragraph c of subdivision one of section eight hundred and seventy-seven of this chapter, in the manner provided and under the conditions prescribed by the education law for the levy and collection of taxes in installments and the issue and sale of bonds of union free school districts.

§ 880. Funds; custody and disbursements of. 1. Public moneys apportioned to a city by the state and all funds raised or collected by the authorities of a city for school purposes or to be used by the board of education for any purpose authorized in this chapter, or any other funds belonging to a city and received from any source whatsoever for similar purposes, shall be paid into the treasury of such city and shall be credited to the board of education.

2. Such funds shall be disbursed only by authority of the board of education and upon written orders drawn on the city treasurer or other fiscal officer of the city. Such orders shall be signed by the superintendent of schools and the secretary of the board of education or such other officers as the board may authorize.

Such orders shall be numbered consecutively and shall specify the purpose for which they are drawn and the person or corporation to whom they are payable.

3. It shall be unlawful for a city treasurer or other officer having the custody of city funds to permit the use of such funds for any purpose other than that for which they are lawfully authorized and such funds shall not be paid out except on audit of the board of education and the countersignature of the comptroller, and in a city having no comptroller by an officer designated by the officer or body having the general control of the financial affairs of such city. The board of education of such city shall make, in addition to such classification of its funds and accounts as it desires for its own use and information, such further classification of the funds under its management and control and of the disbursements thereof as the comptroller of the city, or the officer or body having the general control of the financial affairs of such city, shall require, and such board shall furnish such data in relation to such funds and their disbursements as the comptroller or such other financial officer or body of the city shall require.

§ 881. **Continuation in office of boards, bureaus, teachers, principals and other employees, et cetera.** 1. Except as otherwise provided herein the boards, bureaus, teachers, principals, supervisors, superintendents, heads of departments, assistants to principals, examiners, supervisor of lectures, directors and all other officers and employees of the school system or of boards of education of the several cities of the state, lawfully appointed or assigned before this act takes effect, shall continue to hold their respective positions for the term for which they were appointed or until removed as provided in subdivision three of section eight hundred and seventy-two of this article.

2. If a board of education abolishes an office or position and creates another office or position for the performance of duties similar to those performed in the office or position abolished, the person filling such office or position at the time of its abolishment shall be appointed to the office or position thus created without reduction in salary or increment, provided the record of such person has been one of faithful, competent service in the office or position he has filled.

3. If an office or position is abolished or if it is consolidated with another position without creating a new position, the person filling such position at the time of its abolishment or consolidation shall be placed upon a preferred eligible list of candidates for appointment to a vacancy that may thereafter occur in an office or position similar to the one which such person filled without reduction in salary or increment, provided the record of such person has been one of faithful, competent service in the office or position he has filled. The names of such persons shall be placed upon such preferred list in the order in which their services have been thus discontinued.

EFFECT OF CITY SCHOOL LAW: REPEAL L. 1917 Ch. 786

§ 2. **City school district.** Each city in which the school district boundaries are coterminous with the city boundaries is hereby declared to be a city school district. In a city in which the city boundaries and the school district boundaries are not coterminous the school district boundaries shall remain as they existed prior to the time this act takes effect and until such time as such school district boundaries may be changed as provided by law. In each city where the school district boundaries are not coterminous with the city boundaries the school district which contains the whole or the greater portion of the inhabitants of the city shall be the city school district of said city and shall be subject to the provisions of this act.

§ 3. **Repeal of inconsistent provisions; effect of repeal.** All acts or parts of acts, general or special, inconsistent with the provisions of this act are hereby repealed. The repeal of the acts specified in the schedule hereto annexed, or of such inconsistent acts or parts of such acts, shall not affect any right existing or accrued or any liability incurred prior to the passage of this act, and all acts or parts of acts, general or special, not specifically repealed by this act and not inconsistent with the provisions of this act shall remain in full force and effect.

§ 4. **Pending actions or proceedings; existing rules.** The repeal of a law or any part of it specified in the annexed schedule and any provision of this act shall not affect pending actions or proceedings brought by or against the board of education of a city, or by or against a city, in respect to the public schools thereof, under

or in pursuance of any of the provisions of the laws hereby repealed, but the same may be prosecuted or defended in the same manner and for the same purpose by the board of education of the city under the provisions of this chapter as though such laws had not been repealed. The rules and regulations adopted by a board of education in pursuance of any law hereby repealed shall continue in full force and effect notwithstanding such repeal, until the same are modified, amended or repealed by the board of education as provided in this chapter. Nothing in this act shall affect titles to school property but such property may be held either in the name of the city school district or of the board of education, as provided in this act or in any other act relating to titles to such property.

§ 5. **Time of taking effect.** This act shall take effect immediately.

BY-LAWS AND RULES

of the Board of Education, Ithaca, N. Y.

Preamble

As provided by law, the board of education shall have the power and it shall be its duty to provide the necessary buildings, furniture, equipment and conditions for an efficient system of public schools for the City of Ithaca. It shall be responsible for the proper care, extension, upkeep and safety of the same, shall employ the supervising and teaching staff, health and other employees necessary, and prescribe rules and regulations for the same; and shall make such further needful provisions as may seem necessary for an efficient and satisfactory system of public education provided by law.

ARTICLE I

Officers, Organization and Meetings

Section 1. The Annual Meetings of the board of education of the city of Ithaca, N. Y., shall be held on the second Tuesday in May of each year, at 4 o'clock in the afternoon at which meeting the board shall select a president for the ensuing year (§ 867, Laws of 1917.

§ 2. The meeting shall be called to order by the secretary and, after the appointment of a member of the board as temporary chairman, the board shall proceed to elect by ballot a president for the ensuing year. A majority vote of all members of the board shall be necessary to a choice.

§ 3. The Regular Meetings of the board of education shall be held on the first Tuesday evening of each month at 7:30 o'clock, in the office of the board of education.

§ 4. Special Meetings may be called by the president by giving the usual notice in writing at least twenty-four hours preceding the date of such special meeting which notice shall state the business to be considered at such special meeting. No business shall be transacted at a special meeting other than that stated in the notice herein provided excepting by unanimous consent of the board.

§ 5. A Quorum for the transaction of ordinary routine business shall consist of a majority of the members of the board. For the election or dismissal of teachers or other school officers, and for the amendment of these by-laws and rules, a majority vote of the full membership of the board will be required.

ARTICLE II

Order of Business

Section 1. The Presiding Officer at each meeting of the board of education shall be the president of said board, and it shall be his duty to call the meeting to order at the appointed hour. In his absence, the meeting shall be called to order by the secretary of the board, and a president *pro tem* for the meeting chosen.

§ 2. The Order of Business at each regular and adjourned meeting of the board of education other than the annual meeting provided for in Article 1, Section 1 hereof, shall be as follows:

Order of Business

1. The receipt of communications to the board of education personally presented from other than members of said board, and action thereon;
2. The reading, correcting, and approval of the minutes of the previous meeting;
3. The receipt of communications and reports to the board from the president, and action thereon;

5. The receipt of communications and reports to the board from standing committees and action thereon in the following order:
 - (a) Finance committee,
 - (b) Teachers and organization of schools,
 - (c) Buildings and sites,
 - (d) Books, apparatus, and printing,
 - (e) Supplies, fuel, fire-fighting equipment and furniture,
 - (f) Health and hygiene,
 - (g) Playgrounds,
 - (h) Residence and tuition;
6. The receipt of communications and reports from special committees to the board and action thereon;
7. The consideration of unfinished business;
8. The consideration of miscellaneous business;
9. Adjournment.

No business shall be taken out of the above order at any regular or adjourned meeting of the board of education without the unanimous consent of all members present.

ARTICLE III

Rules of Order

Section 1. All business shall be brought before the board of education by a motion; all motions require a second.

§ 2. All motions duly made and seconded shall be considered in possession of the board and shall be reduced to writing whenever requested by a member.

§ 3. It shall be the duty of every member to vote on all questions, motions, and resolutions submitted for action unless excused by the board from so doing.

§ 4. No member shall speak longer than ten minutes the first time nor more than five minutes the second time upon the same subject except by unanimous consent of the board; and no member shall speak more than twice upon the same subject if the floor is claimed by a member who has not spoken twice.

§ 5. The president shall have a vote upon all questions before the board and whenever the vote shall be a tie, the question shall be considered lost. As a member of the board, he shall also

have the right to take part in the debate on any question under consideration at his discretion.

§ 6. The superintendent of schools shall "have a seat in the board of education and the right to speak on all matters before the board, but not to vote" (§ 870 Laws of 1917)

§ 7. The yeas and nays shall always be taken and recorded in the minutes of the board upon any question when demanded by any member of said board.

§ 8. All standing and special committees shall consist of THREE MEMBERS each unless otherwise ordered by the board, and all such committees shall be appointed by the president.

§ 9. All Reports of the committees shall be in writing when requested and shall be filed with the secretary of the board. All such reports shall state substantially the facts appearing before the committee. Reports recommending that action be taken by the board shall terminate with a resolution.

§ 10. Upon every matter reported to a committee, such committee shall meet for inquiry and deliberation and no report shall be entertained by the board unless a majority of the committee making the report shall have examined into the matter thus referred and concurred in the report of the committee. All written reports of the committees to the board of education shall be signed by the concurring members.

§ 11. At the time of making their reports upon matters regularly assigned to the different committees, such committees shall return all communications, accounts, resolutions, and other papers relating to the subject referred to them, and these documents shall become the property of the board of education and be turned over to the secretary of the board to be filed by him.

§ 12. Original papers shall not be removed from the files of the board of education and loaned to persons for any purpose whatsoever without the order of the board of education or a court order; but any tax payer may, upon request, examine the records of the board of education at the office of said board.

§ 13. When a question is pending before the board, no motion shall be received excepting the following:—

- a. to fix the time to which to adjourn,
- b. to adjourn,
- c. to take a recess,

- d. to postpone indefinitely,
- e. to postpone to a certain date,
- f. to lay on the table,
- g. to amend,
- h. to refer or re-commit,

which motions shall have precedence as they stand arranged and *a, b, c, f,* are not debatable. The previous question may be moved whenever the question is debatable including *d, e, g,* and *h.*

§ 14. Robert's Rules of Order shall be the book of reference upon all questions of parliamentary law not herein provided for, and these shall be the rules of the board in so far as the same are applicable.

ARTICLE IV

Duties of the President

Section 1. It shall be the duty of the president to preside at all meetings of the board of education, to receive all communications presented to said board, to sign all documents on its behalf unless otherwise ordered by the board, to enforce these by-laws and rules of order and to appoint a secretary *pro tempore* (in the absence of the secretary);

§ 2. To call a special meeting of the board of education whenever he considers it necessary or when requested in writing by three or more members of the board to do so, by giving notice in writing to each member at least twenty-four hours preceding the date of such meeting, said notice to contain a statement of the business for which the special meeting is called;

§ 3. As soon as practicable after his election, unless otherwise ordered by the board, to appoint the following standing committees, each to consist of three members: (a) Finance; (b) Teachers, examinations, and organization of schools; (c) Buildings, sites, and repairs; (d) Books, apparatus, and printing; (e) Supplies, fuel, fire-fighting equipment, and furniture; (f) Health and hygiene; (g) Playgrounds; (h) Residence and tuition.

ARTICLE V

Duties of the Secretary

Section 1. It shall be the duty of the secretary of the board of education, or in his absence, the secretary *pro tempore*, to keep an

accurate record of its proceedings with the names of its members present at each meeting, and to publish the same or a portion thereof, in such papers of the city as the board shall from time to time direct;

§ 2. At every meeting of the board of education, to have a list of unfinished business in the order of its introduction which he shall read without the formality of a motion when unfinished business is in order;

§ 3. To send a written notice of all meetings to all members of the board of education, countersign all drafts upon the treasurer authorized by the board, make out and submit all reports required by law to be made to any other body or person at the time or within the period prescribed by law, and transmit the same to the proper authorities;

§ 4. To keep the financial accounts of the board and check the same with the treasurer, receive the tuition of non-resident pupils, collect the laboratory fees, and turn the same over to the treasurer, taking his receipt therefor;

§ 5. To have charge of all school supplies and of their distribution; seeing to it that no supplies are sent to any school excepting upon the written requisition of a supervisor, principal, or head of a department duly approved by the superintendent of schools; and keeping a supply account with each school which shall show what supplies, the quantity, and when sent, and submitting the same to the superintendent;

§ 6. To keep a petty account of the expenses of his office in a book exclusively used for this purpose which petty account shall be audited in the same manner as the other bills of the board; and

§ 7. In addition to the above duties, to acknowledge the receipt of all communications and report the disposition of the same, and perform such other clerical duties as may from time to time be required of him by the board of education or by the superintendent of schools.

ARTICLE VI

Duties of the Treasurer

Section 1. It shall be the duty of the treasurer to receive all moneys from the city chamberlain, county treasurer, board of regents, the secretary of the board of education, and from all other bodies or persons having to do with funds to be used for public

school purposes; and to deposit the same immediately in such bank or banks in the city of Ithaca, N. Y., as may be designated by the board of education;

§ 2. To pay out moneys received by him for the support of the public schools only upon the receipt of drafts authorized by the board of education signed by its president and countersigned by its secretary, all such payments to be made by checks consecutively numbered;

§ 3. To make a monthly report in writing to the board of all moneys received and disbursed by him on its account, together with a statement of the amount of each separate fund still in his hands at the time the statement is made, and at the end of his official term, to settle with the board and to pay over to his successor in office to the credit of the board all moneys remaining in his hands and subject to his order, together with all books, papers, and other documents or records pertaining thereto in his possession;

§ 4. To compare his books each month with the financial accounts kept by the secretary of the board; and to furnish a bond for the faithful performance of his duties in such sums as may be designated by said board;

§ 5. In addition to the above, to perform such other duties relating to the financial transactions of the board as may from time to time be assigned to him by said board or by the superintendent of schools.

ARTICLE VII

The Finance Committee

Section 1. It shall be the duty of the finance committee to have supervision over all the fiscal concerns of the board including (a) the preparation of the tax roll and settlement with the city chamberlain, (b) the examination and approval of the books of the treasurer and of the secretary, (c) the checking of the monthly bills against the board presented from its standing committees and from all other sources, and (d) the publication of the monthly audits in at least one newspaper published in the city of Ithaca;

§ 2. In co-operation with the superintendent of schools, to prepare an itemized estimate or budget for the current or ensuing fiscal year of such sum of money as it may deem necessary for the payment of salaries of superintendent, supervisors, teachers, lec-

turers, special instructors, medical inspectors, nurses, attendance officer, janitors, assistant secretaries, treasurer, and all other employees of the board; for buildings and repairs, fuel and light, water, supplies, text and library books, apparatus, furniture, fixtures, office supplies, and all other expenses deemed necessary for the efficient and satisfactory operation of a system of schools and authorized by law; and file the same not later than the first day of September of each year for the consideration of the board; (§ 877, Laws of 1917); and in connection with the budget which shall be definite in its assignments to each committee, to advise the board of the total assessed valuation of the property of the city subject to taxation for school purposes and to recommend the tax rate;

§ 3. To see that the buildings used for school purposes, the furniture, apparatus, books, pictures, statuary, musical instruments, and other property belonging to or used in the public schools under the supervision of the board are kept insured in reliable companies in such amounts as to reasonably protect the board from undue loss by fire;

§ 4. At the regular meeting in October to make a report of the financial transactions during the preceding year ending July 31, showing in detail the receipts from all sources for the support of the public schools and the expenditures under all general headings required by law or otherwise to summarize the business of the board; and closing with a statement showing the amount of insurance upon the buildings and other physical property of the school district, the amount of indebtedness of the board, its resources, and such other items as will give to each member a full and complete knowledge of the actual financial condition relating to all or any of the public schools under the supervision of the board;

§ 5. Whenever it shall become necessary to obtain a loan for the payment of bills against the board, to report to the board with recommendation regarding the same, and no loan shall be obtained in the name of the board which has not first been authorized by said board upon recommendation of the finance committee. Whenever such loan is so authorized, it shall be the duty of the finance committee to make the same and report back to the board, the amount and terms thereof;

§ 6. To keep a record of all loans made to the board whether by bond issue or otherwise, to provide for their payment and for

the payment of the interest thereon, and to see that no bill is paid against the board until the same has been approved and signed by some member of the committee having jurisdiction.

ARTICLE VIII

Committee on Teachers, Examinations, and Organization

Section 1. It shall be the duty of the committee on teachers, examinations, and organization of schools to ascertain the qualifications of all applicants recommended by the superintendent of schools for positions as teachers in the various schools or any of them under the supervision of the board of education and from such applicants thus recommended to select and report to the board of education not later than the regular meeting in June such number of new teachers for the ensuing year as the work of instruction in the various schools and departments may require; and to see to it that no person shall be so recommended who does not meet the requirements as to certification to teach in the schools of the state as provided in § 551, Article 20, page 164 of the education law, edition of 1918 until the same shall be amended;

§ 2. To suspend any teacher who shall violate the rules and regulations of the board and the directions of the superintendent of schools, or whose example or influence is prejudicial to the cause of public education in this city; but all such suspensions shall be reported at the next regular meeting of the board and shall be subject to its approval;

§ 3. In conjunction with the superintendent of schools to prepare and submit to the board for its approval such rules and regulations as may from time to time seem necessary to secure the most effective instruction and discipline in the various schools or departments especially with reference to supervision, the arrangement of classes, the courses of study, the time schedule, the daily programs, the order and decorum of pupils and their constant and punctual attendance;

§ 4. To consider and decide cases of discipline reported to them by the superintendent of schools arising from the enforcement of the rules and regulations of the board or from his directions, and to hear appeals from his decision taken by teachers, or by parents;

§ 5. To RESTORE or SUSPEND or EXPEL refractory pupils from any school as the necessity of the case may demand. All cases of discipline may be appealed from the decision of the committee to the board, but no such appeal shall be considered unless the same shall be made in writing, specifying the grounds therefor.

ARTICLE IX

Committee on Building, Sites and Repairs

Section 1. It shall be the duty of the committee on buildings, sites, and repairs, to have the general supervision of the buildings used for the purpose of the public schools, and from time to time to report to the board on the expediency of building, altering, repairing or improving any of them or the grounds connected therewith;

§ 2. At the regular meeting in June, to make a report with a statement of the repairs and improvements which should be made during the summer vacation;

§ 3. To appoint, upon the recommendation of the superintendent of schools, the necessary janitors, janitresses, engineers, caretakers, and other help necessary to properly care for each and all of the buildings used for school purposes including the heating, lighting, and ventilating of the same, and to report all such appointments to the board of education at its next meeting;

§ 4. To recommend to the board the necessary heating and ventilating apparatus needed for the proper heating and ventilating of the various school buildings; and to see that all such apparatus is annually inspected and put into proper repair during the summer vacation and that the same is kept in repair at all times.

ARTICLE X

Committee on Books, Apparatus, and Printing

Section 1. It shall be the duty of the committee on books, apparatus and printing, upon the recommendation of the superintendent of schools, to recommend to the board the appointment of a librarian and such assistants as in its judgment the work requires; and to hold such librarian when so appointed responsible for the care of all reference and text books, maps, charts, pictures,

stereographs, balopticons, motion picture machines, or other projection apparatus used for visual instruction, and all views and slides used in any and all of the public schools;

§ 2. To recommend for the use of the pupils in the public schools of the City of Ithaca and for its library from lists prepared under the direction of and recommended by the superintendent of schools such books as in the judgment of the committee are necessary for the successful prosecution of the course of study approved by the board of education, (§ 870, paragraph 3, Laws of 1917);

§ 3. To cause the books thus adopted to be properly catalogued and recorded, to adopt rules for the guidance of teachers and pupils regarding their care, and to cause the entire book plant during the summer vacation to be annually overhauled, cleaned, repaired, worthless books discarded, and the books made usable and ample for the work of the schools;

§ 4. To approve and recommend the purchase from lists prepared under the direction of and with the recommendation of the superintendent of schools of such school apparatus including maps, charts, globes, science and other apparatus, as in the judgment of the committee seems necessary for the proper and efficient carrying out of the courses of study adopted by the board together with the care of and necessary repairs to the same;

§ 5. To secure competitive bids for the printing of the course of study, and of the report of the public schools, and to authorize, when such printing is not done in the school print shop, the printing of administration blanks, report and record cards required for the complete record of the work of pupils, programs, handbooks, contract blanks, reports to parents, to state and national officials, material needed for the work of the various standing or special committees, and such other printing as in the judgment of the committee seems necessary.

ARTICLE XI

Committee on Supplies, Fuel, Furniture, Fire-fighting Equipment

Section 1. It shall be the duty of the committee on supplies, fuel, furniture, and fire-fighting equipment, upon the recommendation of the superintendent of schools to recommend to the board of education the purchase of pupils' and teachers' desks, tables, chairs, bookcases, supply cases, drawing tables, and such other

furniture as in the judgment of the committee the proper equipping of the schools for efficient work demands;

§ 2. To purchase from the list prepared under the direction and upon the recommendation of the superintendent of schools such supplies as in its judgment are needed for efficient work in the schools under the supervision of the board and not provided for as a part of the duties of any other committee;

§ 3. To recommend to the board the necessary fire-fighting equipment for the proper protection of the various buildings, to see that during the summer vacation all such equipment is annually inspected and put into proper repair for use at the opening of school in September, and to see to it that all such equipment is kept in proper repair at all times;

§ 4. To purchase the necessary fuel for the various buildings used for school purposes, and to provide for the light and power used in the operation of the whole school plant.

ARTICLE XII

Committee on Health and Hygiene

Section 1. It shall be the duty of the committee on health and hygiene to see that the various buildings used for school purposes are kept in a condition not prejudicial to the health of pupils required to attend therein, and to see that at least once in each year all buildings have been thoroughly cleaned as provided in the regulations for janitors, and that the buildings are properly fumigated whenever there seems to be need of such precaution for safeguarding the health of pupils;

§ 2. To see that all schools are provided through the committee having jurisdiction with sanitary drinking fountains, liquid soap, paper towels, hot and cold water, and with adequate and sanitary toilet facilities;

§ 3. In conjunction with the superintendent of schools, to recommend to the board a medical inspector, school and dental nurses in conformity to the general education law of the state, to provide the necessary supplies and apparatus to make the work effective and to have general oversight of the work of this department;

§ 4. To see that the law regarding medical inspection, the vaccination of school children, the quarantine regulations of the

public health law, and such laws as relate to the exclusion from public schools of children having contagious diseases are properly observed, to adopt regulations to make its duties effective as outlined in this section.

ARTICLE XIII

Playgrounds

Section 1. It shall be the duty of the playground committee to have charge of the playgrounds in connection with the work of the public schools and to be charged with their supervision, care, and the care of the apparatus belonging thereto;

§ 2. To purchase such apparatus and make such improvements as it deems for the best interests and essential for the development of the school playgrounds;

§ 3. Upon the recommendation of the superintendent of schools to appoint the necessary instructors, assistants and helpers for the work during the summer vacation.

ARTICLE XIV

Residence and Tuition

The committee on residence and tuition shall examine into all claims for free tuition from pupils who are supposed to be non-residents but claim to be residents or who are over twenty-one years of age and whose parents are either non-residents or are *not* tax payers, and determine whether such claimants are liable to tuition charges.

ARTICLE XV

Qualifications, Appointment, and Duties of the Superintendent of Schools

Section 1. The board shall appoint a superintendent of schools who shall at the time of his appointment be a graduate of a college or university approved by The University of the State of New York, and who shall have in addition thereto pedagogical training equal to that given by the normal schools of this state, and who shall have had not less than five years of successful experience in actual teaching or supervising in the public schools since graduation in this or in some other state. (See § 869, Laws of 1917.)

§ 2. The superintendent of schools shall hold office during the pleasure of the board or during the specific term for which he may have been appointed. He may be dismissed at any time for incompetency, maladministration, or misconduct in office. Charges against the superintendent shall be made in writing duly signed, of which he shall have a copy, whereupon the board shall hear such charges and, if they are sustained, may by an affirmative vote of a majority of the full board with the approval of the State Commissioner of Education dismiss him from office. He shall have a seat in the board of education and the right to speak on all matters before the board, but no vote.

§ 3. It shall be the duty of the superintendent of schools as the chief executive officer of the board and the educational system, to enforce all the provisions of school law and the rules and regulations of the board relating to the management of the schools, and other educational, social and recreational activities under the direction of the board of education and to make such temporary regulations as will in his judgment make the laws and rules effective;

§ 4. To have complete supervision over the public schools of the city, the care and use of the several school buildings, premises and appurtenances, and all school property contained therein, in accordance with the general education law and the regulations of the board, and be responsible therefor;

§ 5. To prepare the contents of each course of study authorized by the board of education for the various schools and grades or departments, to submit the same to the board of education for its approval, and when thus approved to cause such courses of study to be used in the various grades, schools, classes, and departments for which they are authorized;

§ 6. To recommend to the proper committee suitable textbooks, reference books, supplies, and school apparatus which in his judgment are necessary for most effectively putting into operation the various courses of study authorized by the board and to call to his assistance for this purpose any of his teachers or to visit and inspect at the expense of the board other school systems to this end;

§ 7. To have supervision and direction of all supervisors, principals, teachers, librarians, lecturers, medical inspectors, nurses, auditors, attendance officers, janitors, and other persons employed in the management of the schools or the educational activities of

the city authorized by law and under the direction and management of the board of education (§ 870, paragraph 4, Laws of 1917); to see that the employees of the board observe its regulations and to report any violations of the same;

§ 8. To transfer teachers from one school to another, or from one grade of the course of study to another grade in such course, to prescribe their work, to suspend a supervisor, expert, principal, teacher or other employee of the board for reasons which he deems satisfactory until the next meeting of the board when all facts relative to the case shall be submitted to the board for its consideration and action (§ 870, paragraph 4, Laws of 1919);

§ 9. To issue upon examination such licenses to teachers, principals, directors, and other members of the teaching and supervising staff as may be required under the regulations of the board of education in addition to the minimum qualifications required by the state; to examine and promote pupils; and to conduct the regents examinations in accordance with the rules governing the same (§ 870, paragraph 6, Laws of 1919);

§ 10. To recommend to the board through the proper committee all supervisors, principals, teachers, lecturers, librarians, medical inspectors, nurses, auditors, clerks, janitors, and other educational experts and employees of the board in any and all schools, grades, and departments, having first inquired into and ascertained their qualification and fitness for the positions for which they are recommended;

§ 11. To provide blanks for registers and reports, to have charge of their distribution to teachers for their use and for the keeping thereof, to see that the registers are adapted to show the attendance of each pupil in the schools, the number of those in constant attendance, and those who are not, and to require from supervisors, principals, or other employees of the board of education such reports and information as will give him the information needed for the recommendation of teachers for permanent appointment or for state and government reports or for other administrative purposes;

§ 12. To ascertain from time to time in connection with the proper committee whether the school districts are divided as far as may be for the convenience of all pupils attending the several schools, and report to the board such changes in the district boun-

daries as may seem likely to improve the classification or lessen the expense of maintaining the schools without decreasing their efficiency;

§ 13. To transfer a pupil from one school to the corresponding grade of another when in his judgment it is wise because of illness or other definite and tangible reason, filing a record of such transfer with the reasons therefor;

§ 14. To give attention to all cases of misconduct reported to him by supervisors, principals, and teachers upon the part of pupils, and to hear and decide appeals taken by pupils or their parents from the decision or action of supervisors, principals, teachers, or other employees of the board (appeals from the decision of the superintendent may be taken to the committee having jurisdiction, or may be carried to the board);

§ 15. To keep a record of his official acts which shall be open to inspection at all times by the board or by any of its committees;

§ 16. To prepare, or cause to be prepared and to submit at each regular meeting of the board monthly reports as follows:

- (a) of the work of supervisors;
- (b) of principals showing the attendance of pupils and teachers, and such other information relating to the work, care and condition of the schools or of any of them or of the school buildings as he may deem advisable;
- (c) of librarians;
- (d) of the secretary of the school census and compulsory attendance;
- (e) of the medical inspectors and school nurse;
- (f) of the dental nurse;
- (g) of the open air work;
- (h) of the atypical work;
- (i) of the care of the various school buildings;

§ 17. To submit at the regular meeting in October a general report of the schools for the preceding year in which shall be exhibited in detail the condition and prospects of the schools and the state of education in the city generally and to which shall be added such statistics and other information as he may deem important including an abstract of the monthly reports of supervisors and teachers and other employees of the board above mentioned

together with such recommendations for changes, improvements, extensions of the work in any school, grade or department as he may deem for the best interests of the children of the city;

§ 18. To have charge of and be responsible for the text and reference books in use in the various schools of the city under the direction of the board, including the proper cataloguing, recording, repairing, and replacing the same with additions thereto; and with the approval of the committee having jurisdiction to appoint a librarian and assistants for carrying into effect the purpose of this section;

§ 19. To call a meeting of all the supervisors, principals, teachers, and other educational experts engaged in the public schools of this city or in any of them, on the first Monday of the first week of the school year, and as often thereafter as he may deem desirable for the purpose of giving instruction in administration, the methods of teaching, school management, and in other matters pertaining to the work of the schools or any of them or to education generally.

§ 20. He may with the approval of the teachers committee attend the annual meetings of the State Teachers Association, the State Council of School Superintendents, the National Educational Association, if held east of the Rocky Mountains, and the meeting of the Department of Superintendents of the N. E. A., the expense of attending these meetings to be borne by the board of education. He may also under the same conditions visit other cities for the purpose of studying their methods of instruction, administration, buildings, and equipment.

§ 21. For the effective carrying out of these duties and to aid in the discharging of these responsibilities, the superintendent of schools may, with the approval of the finance committee, appoint a Financial Secretary, a Secretary of School Census and Attendance, an Office Secretary, a Telephone Operator, and other needed clerical help, and prescribe their duties.

ARTICLE XVI

Payment of Salaries

Section 1. The salaries of the superintendent, supervisors, principals, teachers, and school nurse, shall be paid in twenty equal installments; those of the other employees not engaged in the care

of buildings in twenty-two equal installments; and those of the caretaker, engineer, and janitors in twenty-four equal installments, unless otherwise ordered by the board.

§ 2. The pay roll shall be presented to the board for action thereon at the first meeting after the close of each school month. The pay roll shall show the names of all persons mentioned in section one of this article, the annual salary of each, and the amount to be paid each month.

§ 3. When the pay roll is properly certified to by the proper committee, the president and secretary may sign a voucher directing the treasurer to pay the same, preceding the Thanksgiving, Christmas, Easter, and summer vacations, and in the middle of each month.

ARTICLE XVII

Alterations and Amendments

These by-laws and rules may be altered or amended at any regular meeting of the board of education by a vote of the majority of all the members of said board, *providing* that one month's notice of the proposed alteration or amendment has been given in writing at some previous meeting of the board when opportunity has been given for full discussion.

Unanimously adopted May 6, 1919.

SCHOOL REGULATIONS

ARTICLE I

Classifications, Teachers, Schools

Section 1. The public schools shall be classified as follows, each grade including the studies of one year:

ELEMENTARY, including the kindergarten and the first, second, third, fourth, fifth, sixth and seventh "B"* years.

SECONDARY, including the seventh "A", eighth, ninth, tenth, eleventh and twelfth years if located in the high and grammar school building.

§ 2. **Classification of teachers:** Titles. The various persons comprising the supervising and instructing staff of the Ithaca Public

* "B" attached to a year means the first term of the year; "A" means the second term of the year.

Schools shall be classified as follows: 1. *Supervising staff*, consisting of a superintendent of schools, a first assistant, a supervisor of writing and spelling, a supervisor of drawing and nature study, a supervisor of music, a supervisor of physical education and a librarian; 2. *Heads of Schools*, consisting of the head teachers of the various schools, to be designated as follows,—in the senior high school as The Senior Headmaster, in the junior high school as The Junior Headmaster, in the elementary schools as Principals; 3. *Heads of Departments*, consisting of teachers designated as Heads of Departments for the following work,—Industrial Arts, Household Arts, English, History, Science, Mathematics, Foreign Languages, Commercial, Instrumental music and Special Classes; 4. *Class Teachers, etc.* All other teachers, substitutes and assistants in all departments in all schools not included under the above heads shall be known and designated as an assistant, class or substitute teacher.

ARTICLE II

Terms, Holidays and Sessions

Section 1 **The school year.** The school year shall consist of forty weeks and shall be divided as nearly as possible into two semesters of twenty weeks each.

§ 2. **The first semester.** The first semester shall commence on the first Monday in September, and shall continue through the January examinations about twenty weeks exclusive of a vacation of one or two weeks, as the case may be, which will include both Christmas and New Year's Day.

§ 3. **The second semester.** The second semester shall commence on the Monday succeeding the close of the first semester and continue twenty weeks (more or less as the first semester is more or less) exclusive of a vacation of one week at Easter, which vacation shall begin on the Wednesday before Easter Sunday and close on the Tuesday following.

§ 4. **The holidays.** The holidays included in the semester are every Saturday, Labor Day, Thanksgiving day and the day following, Washington's birthday, Lincoln's birthday, and Decoration day.

§ 5. **Dismissal of school.** *No school shall be dismissed for any purpose except in case of cold (see Art. vi § 13) or of an emergency that will not admit of delay, without the consent of the superintendent,*

if he is in the city, or of the teachers committee, or of the board of education, and in the above order.

§ 6. **Session in secondary grades.** The morning session of the secondary grades shall begin every day at 8:40 o'clock and end at 11:45, and the afternoon session shall begin at 1:14 and end at 4:15, the last period to be used for study, making up work, regular class recitation, laboratory, for student activities, and council work as the superintendent may direct.

§ 7. **Sessions in the elementary grades.** In the elementary schools, not held in the main building, the morning session shall begin at 8:55 o'clock and end at 11:40, and the afternoon session shall begin at 1:10 and end at 3:45. If held in the main building, the hours will be the same as those mentioned in § 6 above. Teachers of first and second year pupils may commence dismissing their classes ten minutes before the time above specified for closing. *First grade pupils are not to be in school more than three and one-half hours during the entire day excepting by permission of the superintendent (see Article VI, § 2).*

§ 8. **The first bell.** In those schools still equipped with a bell, the "first bell" in the morning shall ring at 8:40, and the second shall commence ringing at 8:50 and continue to ring for two minutes. The first bell in the afternoon shall ring at 12:50, and the second shall commence at 1:05 and continue to ring for two minutes—the University clock to be the standard time.

ARTICLE III

Admission of Pupils

Section 1. **Non-resident pupils.** Non-resident pupils, (pupils whose parents or guardians do *not* live in Ithaca), may be admitted to any school for which they are qualified, by paying tuition in advance for each quarter, to the secretary of the board of education at the following rates:

Secondary pupils (grades 9-12):

Tompkins County:

Senior high school, \$60.00 per year, \$15.00 per quarter

Junior high school, \$50.00 per year, \$12.50 per quarter.

Outside of County students:

Senior high school, \$100.00 per year, \$25.00 per quarter.

Junior high school, \$60.00 per year, \$15.00 per quarter.

Secondary pupils (grades 7 and 8) \$40.00 per year, \$10.00 per quarter. Elementary schools, \$20.00 per year, \$5.00 per quarter.

§ 2. **Suspension for non-payment.** No pupil shall be allowed to continue in school, whose tuition is not paid within four weeks from the time it becomes due, as above provided.

§ 3. **Refunding tuition.** Allowance shall be made only in case of sickness or other unavoidable necessity, and then only for that portion of absence in excess of two consecutive weeks.

§ 4. **Fifth year.** For the fifth year, non-resident pupils attending the high school who have failed to graduate in four years will be charged \$75 for the fifth year's tuition if residents of the county, and \$100 for the sixth year, unless such failure to graduate is for causes beyond the pupil's control; if living outside of Tompkins County, the tuition for the fifth year will be \$150 and \$200 for the sixth year.

§ 5. **Age of pupils at entrance.** Pupils who are not five years of age at the opening of school in September or whose fifth birthday does not come before the Thanksgiving recess, will not be admitted to the schools. Pupils over five years of age who enter after the beginning of the year must be prepared to join classes already formed.

ARTICLE IV

Inspection and Supervision

Section 1. **First duties.** It is the duty of all supervisors to furnish the superintendent in writing with a monthly plan of their work; to ascertain by inspection, by examination, and by conducting occasional recitations in the various grades whether or not each teacher under their supervision is doing the work outlined in the course of study thoroughly and in accordance with good pedagogic practice; and to report to the superintendent in writing any defect or practice on the part of any teacher which interferes with the "effective, efficient and satisfactory service" required by law.

§ 2. **Planning work—office hours.** When not engaged in teaching or supervision, supervisors are required to devote their entire time in supervising and planning for the work over which they have been placed and for which they are responsible. It is recommended that they have regular office hours on Thursday or Friday from 3:30 to 4:30 each week.

§ 3. **Grade meetings.** For the purpose of developing a high

degree of efficiency in the work under their special direction, supervisors shall hold *grade* faculty meetings as directed by the superintendent of schools. At these meetings methods of instruction, questions of correlation of studies, cooperation with associates, classroom and playground management, the relation of the teachers to the school and to the community, criticism of work observed, and similar questions will be discussed by the supervisors with the teachers.

§ 4. **Class teaching.** In addition to their work of supervision, supervisors are required to regularly instruct classes in the secondary grades in their special subjects or allied subjects.

§ 5. **Reports, etc.** Supervisors shall make an annual report to the superintendent in writing setting forth the work accomplished during the year, and such other reports as may be necessary to fulfil legal requirements or as he may deem expedient.

§ 6. **Course of study, etc.** They shall assist in the revision of the course of study, with the annual exhibition of school work whenever one is held, and shall bring to the attention of the superintendent any information concerning any phase of school work, administration, or discipline which they possess and which he should know for the general betterment of the schools.

§ 7. **Jurisdiction.** The supervisor of instruction, shall have authority over the subject-matter and method in academic work throughout the grades and junior high school (kind. to 9 grade inclusive); the supervisor of penmanship and spelling over the same field as the supervisor of instruction and in collaboration with her; the supervisor of music over all subject-matter and method in vocal music throughout the school system; the supervisor of drawing over all subject-matter and method in drawing throughout the school system excepting the mechanical drawing of the industrial arts department; the supervisor of physical education over the work of physical education throughout the school system—all under the direction of the superintendent of schools who may extend or abridge the above duties in the case of any supervisor.

§ 8. **Schedule of work.** Supervisors are required to make out a schedule showing when and where their grade meetings with teachers are to be held; also the days when they will be at the various schools. These are to be worked out by all supervisors working as a committee to avoid conflicts and duplications, a copy of such

schedules to be furnished all principals and teachers after first being approved by the superintendent.

ARTICLE V

Duties of Headmasters and Principals of Schools

Section 1. **Headmasters and principals.** Headmasters and principals will be held responsible for the enforcement of the regulations of the board of education and the directions of the superintendent of schools in their respective schools, *and shall read Articles IV, V, VI and VII to their teachers during the month of September.* They shall assign such duties to the assistant teachers as will make their services most beneficial to the school, and shall advise and direct them as to the best mode of administration and discipline.

§ 2. **Care of buildings, etc.** They shall see that the school houses, furniture, books, apparatus and grounds are kept in good order, and shall notify the superintendent of any repairs or supplies that may be needed (see Article IX, § 16).

§ 3. **Monthly and annual reports.** Principals shall transmit to the superintendent at the close of each *month* and *year* full reports on blanks furnished for the purpose, and shall give such other information as may be required by law or by the superintendent or the board.

§ 4. **Inventory.** They shall, at the close of the school return the keys of their respective school buildings and of the several rooms therein to the superintendent, and shall file with him an inventory of all property belonging to the board, in the school buildings under their charge.

§ 5. **It shall be the duty of the principal of each building to see that** the janitors discharge their duties according to the regulations set forth in Article IX hereof and to report any delinquencies to the superintendent. They shall examine their buildings monthly before countersigning the reports of janitors as per § 14 of Article IX hereof.

§ 6. **Dinner pupils.** They shall set apart one or more rooms in their respective buildings, in which those pupils who are permitted to bring their dinners to school may eat the same, and where they may remain in inclement weather until the other school rooms are opened; and shall appoint one or more of their assistant teachers to have charge of such rooms.

§ 7. **Teaching.** Headmasters and principals having twelve or more assistant teachers will be expected to teach one-half of the regular school day and to give one-half time to administration; those having less than twelve assistant teachers, will give such time to teaching as may be assigned. Heads of departments will teach four regular classes daily. The regulations applying to teachers in Article VI hereof, apply to headmasters, principals and heads of departments.

§ 8. The teachers of each school shall be organized by the headmaster or principal into a Reading Circle for the reading and study of educational books and literature and the current books and events of the day, and shall make an annual report of the same to the superintendent of schools.

§ 9. **May suspend a pupil.** The headmaster or principal of a school may suspend a pupil for wilful violation of the rules and regulations of the school, or for habitual misconduct. In every case of suspension it shall be the immediate duty of the headmaster or principal to notify in writing the parent and superintendent giving a complete history of the case. Pupils between the ages of 7 and 16 years thus dealt with still come under the provisions of the compulsory education law and due and prompt notice must also be served upon the Secretary of School Census and Attendance (see Article VII, § 8, 9).

§ 10. **Rights of a suspended pupil.** A pupil suspended from school may, upon satisfactory assurances of future good behavior and punctuality, be reinstated by the superintendent. Three suspensions for misconduct within one school year shall be equivalent to expulsion. An expelled pupil will be restored only by the board of education and after his case has been reviewed by that body.

ARTICLE VI

Duties of Regular Class Teachers

Section 1 **Teachers to know and observe rules.** All teachers are required to acquaint themselves with these regulations (see Articles IV, V, VII, VIII), and to carry into full effect all the rules and regulations of the board and the directions of the superintendent in relation to the instruction, classification and discipline of their respective schools;

§ 2. **Teachers to be in rooms before pupils.** To be in their

respective school rooms and open the same for the admission of pupils, who shall be subject to the rules of order for school hours, at least twenty minutes before the time designated for the opening of the school in the morning, and fifteen minutes in the afternoon (see Art. II, § 7), *and failures to do this are to be reported to the superintendent as cases of tardiness* in the regular monthly report;

§ 3. **Attendance and scholarship records.** To keep such records as will show the names of pupils, the grade, age, daily attendance, absence, tardiness, deportment and scholarship of each, and the name and residence of parent or guardian, the register when filled to be left at the office of the superintendent;

§ 4. **Retardation record.** Whenever a pupil in any grade or school shall begin to fail in his school work, to keep a record designed to show in each such case what has been done and when to check such failure, including the following data: when principal was consulted, special examination, parent notified, work sent to parent, when parent was visited, when parent visited school, special help given, nurse, supervisor, psychologist, superintendent consulted, etc.;

§ 5. **Correction of roll.** To drop from the roll at once the names of pupils who have been suspended or who have left school not intending to return; and for the purpose of reports, to drop the names of all other pupils after an absence of three consecutive days for any cause *making an explicit entry upon the register*.

§ 6. **Assistant teachers.** To make promptly all reports required by supervising and administrative staff in accordance with the blank forms or otherwise as requested.

§ 7. **Outside work forbidden.** To devote themselves faithfully and *exclusively* to the duties of their office during school hours.

§ 8. **Detention of pupils.** To require of pupils prompt and accurate recitations, and to detain them *forty-five minutes* after the close of the regular school hours for the day, to make up any deficiency or for the purpose of discipline.

§ 9. **Oversight of pupils.** To exercise a careful supervision over their pupils when in the school rooms and about the school premises, in order to prevent improper conduct; *and when necessary*, to extend their supervision over pupils going to and from school; and not to allow pupils to remain in school rooms unless a teacher

is present, or unless some provision is made for securing order that shall be approved by the superintendent;

§ 10. **Care of school property.** To have charge of and be responsible for the care of the school house, books, apparatus and all other public property committed to their care and protect such from defacement or injury;

§ 11. **Absent from duty.** To be present and in charge of their respective rooms and classes *except* in case of *sickness* or some urgent necessity. In every such case they shall give *immediate notice* to the superintendent, that, if necessary, he may furnish a substitute. *Failing to give such notice a teacher shall suffer a reduction in salary corresponding to such absence.*

§ 12. **Substitute teachers.** Substitute teachers will be furnished by the board of education from a list duly approved by the superintendent. When a regular substitute teacher is employed the pay of the regular teacher for a period not to exceed one month will be her regular salary less one-half the salary paid to the substitute. After one month the salary of the regular teacher shall cease unless the board directs otherwise.

§ 13. **Ventilation, drafts, etc.** Teachers are to give careful attention to the ventilation and temperature of their respective school rooms, taking pains to avoid injurious extremes of heat and cold and drafts of cold air upon pupils in their seats. Sixty-eight to 70 degrees F. is the proper standard for temperature.

§ 14. **Storms.** Children are not to be dismissed during a storm of such a nature as to endanger their health, such as blizzards, violent rains, wind storms, etc. Teachers are expected to anticipate the approach of such storms and dismiss in time for the children to reach their homes, or to detain them in their rooms until the violence of the storm has passed. When so detained, the rules which govern the session will continue.

§ 15. **Dismissal because of cold.** Whenever the temperature of the school room cannot be raised to 65 degrees by 10 o'clock a. m., the school should be dismissed. A record of all such dismissals must be kept and the superintendent notified on the day in which it occurs.

§ 16. **Teachers' meetings.** Teachers are to cooperate with each other and with the supervising and administrative staff in promoting the interests of the schools, and are required to attend

the teachers' meetings called by the superintendent or approved by him in accordance with Article XV, § 19, of the By-laws of the board as provided in Article IV, § 3 of these regulations.

§ 17. **Corporal punishment.** Teachers shall avoid corporal punishment in all cases where good order can be maintained by milder measures. All pupils may be exempt from corporal punishment, whose parents or guardian shall notify the principal of the school or the superintendent, in writing, that they desire to have them exempt. Pupils exempted from corporal punishment under this section may be suspended by the principal of the school which they attend for a period not to exceed one week, which time may be continued by consent of the superintendent, but in no case shall such suspension extend beyond the regular meeting of the board, unless such action is confirmed by the board see Article V, §§ 9, 10, Article VII, § 8, hereof. (Penal Law 1909, Ch. 88, page 292, § 246, Education Law edition 1918.)

§ 18. **Contagious diseases.** A pupil afflicted with any contagious disease, or who has been exposed thereto, will not be admitted to the schools excepting in accordance with the following instructions from the Health Officer, copies of which may be had from the principal:

Contagious Diseases—Regulations

No pupil will be admitted who has not been successfully *vaccinated* when the health authorities so direct and until after the expiration of the period of infection and until the other provisions herein are complied with as follows:

DIPHTHERIA AND MEMBRANEOUS CROUP.—From the beginning of throat symptoms until one week after two consecutive negative cultures of the throat.

SCARLET FEVER.—From earliest manifestations of illness until the disappearance of all scaling, usually six weeks from the beginning. *Permit from the Health Department is required upon return to school.*

MEASLES.—From the beginning of the catarrhal stage until 10 days after rash is fully out. *Permit from Physician is required.*

WHOOPING COUGH.—From the beginning of the bronchial cough to the end of the catarrhal symptoms. *Permit from Physician is required.*

MUMPS.—From the outset of the fever until glands are normal. One week.

Pupils in whose family there is a case of contagious disease and who have been exposed to the infection are to be excluded from school according to the following schedule:

Diphtheria, 2 weeks from time of exposure, except on certificate of Health Officer.

Scarlet Fever, 7 days from time of exposure.

Measles, 15 days from time of exposure.

Pupils who have themselves had measles need not be excluded after exposure.

Members of a family where there are cases of whooping cough, chicken pox, or mumps need not be excluded from the school unless they show symptoms of the approach of the disease.

Physicians will be furnished with these forms upon request.

Blank certificates will be furnished upon application to all parents whose children are ill with contagious diseases.

This certificate, duly filled by the attending Physician or Health Officer must be presented by each pupil on or before his return to school after such illness.

FRANK D. BOYNTON,

Superintendent of Schools.

Approved by Dr. H. H. Crum, Health Officer.

Physician's Certificate

This is to certify that.....having been ill with (or exposed to).....a contagious disease, has recovered therefrom (or shows no signs of said disease), and that the time has elapsed since the beginning of said disease or exposure thereto required by the regulations above set forth; that due precautions have been exercised with reference to disinfection to prevent the spread of said disease; and that, in the opinion of the undersigned, it is now safe for said.....to attend school, without danger of infection to others.

.....
Attending Physician.

Date.....19.....

§ 19. **Aggrieved parents.** Persons considering themselves aggrieved should communicate with the teachers out of school hours, and *not in the presence of pupils*. When satisfactory redress cannot thus be obtained, the case should be referred to the principal of the school. When the decision of the principal is not satisfactory, an appeal may be made to the superintendent, and from him to the proper committee and from it to the board of education.

§ 20 **Visiting schools.** Any supervisor, teacher, or other expert in the employ of the board of education may have *two school days* each school year if desired, without prejudice as to salary, for the purpose of visiting other teachers doing the same work in the Ithaca or other public schools by making the request in writing, using a form provided for the purpose, *providing* the time and school selected meets with the approval of the supervisor concerned and the superintendent of schools.

ARTICLE VII

Duties of Pupils

Section 1. **Preliminary requirements.** Every pupil is expected to attend school punctually and regularly, to conform to the regulations of the school and to obey the directions of the teacher, to observe good order and propriety of deportment, to be diligent in study, respectful to teachers and kind and obliging to school mates, to refrain entirely from the oral or written use of profane or vulgar language, and to be clean and neat in person and clothing;

§ 2. **District and grade.** To attend school in such grades, and in such sub-districts as shall be designated by the board of education, no pupil being allowed to attend elsewhere without special permission of the superintendent, such permission not to be granted unless special reasons warrant the transfer, and any such permission given to expire with the school year (see Art. V, § 13 of By-Laws, also Art. XII of these Regulations.)

§ 3. **Assembling on the school grounds.** To refrain from assembling about the school building in the morning or at noon at an hour earlier than just sufficient to prevent tardiness before the commencement of school, and from remaining on the school grounds or in the vicinity of the school building after dismissal unless by the permission of the principal who first makes provision for the supervision of the school grounds approved by the superintendent.

§ 4. **Absence and tardiness.** To be marked tardy when not in the school-room when the order bell is struck (unless temporarily excused by the teacher on account of some matter pertaining to the school), and who enters before 10 o'clock a. m., and 2 o'clock p. m. Every pupil shall be marked absent who enters school after the time above specified. *Whenever* it is ascertained that a pupil has declined to enter school for fear of being marked absent or tardy, *such pupil shall be considered a truant*, and shall be dealt with accordingly.

§ 5. **Extension of time.** Pupils regularly excused for music or other lessons, and those who obtain a written permit from the principal approved by the superintendent to enter school regularly at a certain hour shall not be marked tardy, unless they enter school after the time designated.

§ 6. **Attendance upon entire session.** Pupils must remain in school during the entire session of each day unless excused by the teacher in case of sickness or some pressing emergency. On days of regular examinations pupils may be excused when they have completed the work assigned for the half-day.

§ 7. **Outside instruction.** Pupils may be excused for the purpose of receiving instruction in music or such other branches of education as parents or guardians may desire, providing such absence does not conflict with the compulsory education law or materially affect their regular studies, and satisfactory arrangements are made in advance by parents or guardian with the principal. (See § 8, paragraph 6.)

§ 8. **Excuses for tardiness or absence.** The State Education authorities require in every case of absence or tardiness that the pupils bring on their return to school, a written statement signed by the parent or guardian assigning good and sufficient reasons for such absence or tardiness. The state authorities recognize as proper reasons for such absence or tardiness the following:

Excuses that may be accepted as legal:

1. Illness of child. If school authorities have reason to believe such excuse is false, a physician's certificate should be demanded.
2. Severe storm or roads absolutely impassable for man or beast.
3. Contagious disease in a community; school authorities or

local board of health determining when danger of conveying the disease has passed.

4. Sickness in pupil's family requiring his or her services for a day or two until other help can be secured.

5. Days set apart for religious observance or instruction. In all such cases, however, arrangements should be made with the clergy that school work may not be seriously interfered with.

6. One-half day weekly for music lessons.

§ 9. **Suspension for irregularity.** The headmaster or principal of a school may suspend any pupil who shall have been *absent three days* in any quarter, without satisfactory excuse from parent or guardian, until he obtains a written permit from the superintendent to return, which permit may be granted upon satisfactory assurances being given by parent or guardian that the pupil will be punctual and regular in the future. In every case of unexcused absence, the *teacher shall inform the parent* either in person or by note as soon as practicable, and *no pupil shall be suspended under this rule whose parent or guardian shall not have been notified of such absence.* In enforcing these regulations, two cases of tardiness shall be counted as a half-day's absence. (*This regulation is not to be construed so as to permit the same pupil to repeat the process over and over.*) Pupils between eight and sixteen years of age, must also be dealt with according to the provisions of the compulsory education law.

§ 10. **Care of desks, books, etc.** Each pupil shall have a particular desk assigned to him, and he shall be required to keep the same free from marks and scratches of any kind and the floor beneath in a neat and orderly condition. He shall also be held responsible for the safe keeping and proper use of text-books loaned to him.

§ 11. **Damage to property.** Any pupil who shall be guilty of defacing or injuring books or other school property shall pay for all damages, and be subject to such penalty as the nature of the offense may require.

§ 12. **Improper language, tobacco, rudeness, snowballing, etc.** No pupil shall on or around the school premises use or write any unchaste or profane language, or use tobacco in any form; nor shall pupils in the building, in the yard, or in the vicinity of the school, indulge in rudeness of any kind, nor in throwing stones, snowballs,

or any other missiles that endanger persons or property, nor shall they engage in anything that tends to vex or annoy one another.

§ 13. **Absence from examination.** Any pupil who shall be absent from any regular examination of his class except for reasons that render attendance impracticable, shall be required to pass a satisfactory examination or be placed in a lower class.

§ 14. **Pupils who fall behind.** Any pupil who falls behind his class through irregular attendance, indolence, or inattention, may be reduced to a lower grade, at the discretion of the teacher, with the approval of the superintendent.

§ 15. **Credit for work done elsewhere.** 1. Whenever in the judgment of the superintendent of schools the interest of a pupil is advanced thereby in any grade in the elementary or secondary schools under the supervision of the board of education, he may give credit for work done elsewhere than in said schools; *providing* that upon investigation the work for which credit is asked shall be equal in *scholarship* and in *time allotment* to that required of pupils in said schools grade by grade.

2. Credit toward graduation from any secondary course may be given for successfully passing college entrance examination in any study upon the candidate's presenting the duly certified report of the college authorities; *providing* (a) that the *time allotment* for the preparation of the examination is equal to that required by the regents, and (b) the *percentage* attained in the examination and duly certified by the college authorities in writing is *not less than* sixty per cent, (c) and in case the time devoted to the preparation for the examination is less than that required by the regents then, and in that case, the grade certified to by the college authorities shall be not less than *seventy-five* per cent, otherwise no credit shall be allowed.

3. Before any credit provided in the above paragraph shall be valid when the pupil concerned is a regularly enrolled pupil of the Ithaca schools, he shall first obtain the consent of a committee of teachers to be appointed by the superintendent of schools to which committee said pupil shall submit his reasons for taking the college entrance examination in lieu of the regents examination and, having obtained the consent of the committee to take the desired examination he shall thereupon first register in the office of the superintendent of schools giving his name, the name of the examination, and the

date and place where the same is to be held; *providing* that all persons obtaining such permission of the committee and have duly registered, shall be checked in the room where the examination is to be held and after the examination has begun by a member of the committee herein provided whenever said examination is held in Ithaca.

ARTICLE VIII

Student Activities

Section 1. **Athletic council.** The *athletic* activities of students of the Ithaca high school shall be under the direction of a council composed as follows: Between the first and twentieth days of September of each year, the superintendent of schools shall appoint five teachers, one of whom he shall designate as chairman of the council, and the faculty of the school shall appoint four pupils from the student body as members of said council. (Unless the superintendent determines otherwise in which case the organization will be the same as provided in § 2 of this Article.)

§ 2. **General council.** The social activities of the various musical clubs, of congress, of the legislative and all other literary, dramatic and social organizations of students of the Ithaca high school, and the business and social affairs of the senior class and student publications shall be under the direction of a council composed as follows: Between the first and twentieth days of September in each year the superintendent of schools shall appoint one teacher for each such assembly, club or organization, the faculty of the school shall appoint one pupil from the student body for each such club or organization and the pupils of the school shall likewise appoint one of their number for each such club or organization (unless the superintendent determines otherwise in which case the organization will be the same as provided in § 1 of this Article).

§ 3. **Reference committee.** The president of the board of education, the chairman of the teachers' committee, and the superintendent of schools shall be a committee to be called a committee of the board, to whom shall be referred for approval, all recommendations duly passed by either of the councils mentioned in § 1 and § 2, and no such recommendation shall be adopted without favorable action of the superintendent and one member of such committee.

§ 4. **Seventy per cent rule.** Any registered pupil who main-

tains in all of his work a general average of 70 per cent or more, is eligible to membership in any club, team, association or organization connected with the school. No pupil may represent the school in any public performance whose standing is less than 70 per cent until the disability is removed, but may continue to rehearse or practice during such disability.

§ 5. **Permission to leave town.** No club, team, association or organization shall be permitted to leave town without the consent of the superintendent and one other member of the committee of the board, mentioned in § 3 hereof, nor unless accompanied by at least one male teacher, and by a female teacher as well, if the said club, team, association or organization is composed in part or in whole of female students of the high school; said male teacher shall be in charge and his decision upon all matters relative to the said club, team, association or organization, or of the individual members thereof while absent from the city shall be final. Upon returning to the city, *it shall be the duty of such faculty member to report any and all irregularities to the superintendent.*

§ 6. **Accountability.** In all cases individuals and clubs, while representing any of the public schools of this city, in any other city or town, shall be strictly accountable for their conduct to the superintendent. Any irregularity of conduct affecting in any manner the standing of the school, or of the organization, will bar any member thereof from being a representative of the school on any similar occasion until reinstated by the committee named in § 3 of this Article.

§ 7. **Finances.** All debts and other obligations incurred by any club, team, association, or organization must be fully paid before beginning another season's activities. The treasurer of the Athletic Council and the treasurer of the General Council each shall submit to the superintendent a written report of the year's business showing the receipts and expenses and any debit or credit balances for each and every organization separately.

§ 8. **Constitution and by-laws.** Each club, team, association or organization may draw up a constitution and by-laws further specifying the duties of its members, but the same shall not become operative until it has been approved by the superintendent and one member of the committee provided in § 3 hereof in which case

it becomes a part of these regulations. When amendments are made they must likewise be approved before becoming effective.

§ 9. **Building may be used.** Pupils may be permitted the use of the high school building for social or other events upon recommendation of a majority of either council appointed under the provisions of § 1 and § 2, together with the consent of the superintendent and one other member of the committee herein provided in § 3. The building may be lighted, heated and cared for at the expense of the board of education, it being understood, however, that any sum of money resulting from an admission fee from all such student entertainments shall be devoted exclusively to the maintenance of student activities, school decoration, or for some other school purpose approved by the superintendent.

§ 10. **Use of gymnasium.** The *gymnasium* shall be used by pupils of the public schools only when under the supervision of one or more teachers, or one or more competent adults not teachers, chosen for the purpose. Such supervisor or director shall have power and be responsible for the proper use of the gymnasium, the corridors, the cloak rooms, the toilet and bath rooms, and any other part of the building used in connection with the gymnasium.

§ 11. **Social functions.** Whenever the gymnasium is used for social functions by the pupils of the public schools, the hour for closing shall not be later than 10:30 o'clock p. m., excepting upon occasions, when the gymnasium is used after a lecture in Foster Memorial Hall, when the hour for closing may be extended to 11:00 o'clock p. m., unless the time is further extended to 11:30 o'clock by the superintendent and one member of the committee provided in § 3 hereof. The attendance upon such social functions shall be limited to registered pupils of the schools, their immediate families, and approved invited guests. All social functions must be properly chaperoned by a committee of not less than five persons composed of both parents and teachers and these persons shall constitute a committee with full authority to supervise and control such parts of the building as are mentioned in § 10 hereof.

§ 12. **Indoor athletics.** Whenever the gymnasium is used for athletic purposes the hour for closing shall not be later than 9:30 o'clock p. m., and the supervision shall be as mentioned in § 10 hereof, unless both sexes are present when the conditions and supervision shall be that mentioned in § 11 hereof. Whenever the gym-

nasium is used during the *noon* hour, the supervision shall be that mentioned in § 10 hereof.

§ 13. **Banquets.** Whenever the gymnasium is used by any school, club or organization, for other than dancing, receptions, etc., included under "social functions" mentioned in § 11 hereof, or for other than athletic purposes mentioned in § 12 hereof, e. g., for banquets, plays, stunt programs, etc., the hour for closing shall not be later than 10:30 o'clock p. m., and the supervision shall be that mentioned in § 10 hereof, unless both sexes are present in which case the supervision shall be that mentioned in § 11 hereof.

§ 14. **Ticket system.** If an *admission* fee is charged, it shall be by ticket in accordance with a general plan easily adapted to all organization functions, to be worked out by the superintendent of schools representing the board of education. This section shall apply to the use of Foster Memorial Hall and the gymnasium equally in all respects, and may be extended to include athletic games played elsewhere in town by school teams if deemed advisable.

§ 15. **Breakage restored.** A charge shall be made for all breakage or damage done to lights, windows, furniture, plumbing or any other part of the building and these charges shall be a lien upon and be paid out of any funds in the treasury of either the Athletic Council or the General Council, or both, and shall cover all damage done by the organization or its guests. It will not be necessary to prove the damages done by any individual or organization in order to establish the validity of the charge, but simply to show that damages were done. In case of failure to meet the charges promptly the superintendent of schools will direct the caretaker to close the gymnasium or Foster Memorial Hall or both to the offending organization until the disability is removed.

§ 16. **The above uses** of the gymnasium are understood to be for the pupils and officers of the Ithaca public schools, their immediate families and approved invited guests. Alumni of the school other than those in actual attendance may, upon invitation, be admitted to any of the above functions. It is understood and so intended that these functions are for the benefit of the registered pupils of the schools as provided in this Article.

§ 17. **Public functions.** Whenever it is deemed advisable to give a public function it shall be so advertised. For all such functions as are contemplated in § 11 hereof, it shall be necessary to

dressess of pupils for the purpose of copying or otherwise using them for advertising purposes of whatever nature or for mailing circular matter without the written consent of the president of the board.

§ 4. **Use of buildings and grounds.** When not in use for school purposes, the school buildings and grounds may be used for summer, continuation, and night schools, teachers' institute, examinations, for playground, for the purpose of giving and receiving instruction in any branch of education, learning or the arts, for library purposes or as stations of public libraries, for holding social, civic and recreational meetings and entertainments and such other meetings as pertain to the welfare of the whole community which meetings shall be nonexclusive and shall be open to the general public, for meetings, entertainments and occasions where an admission fee is charged when the proceeds thereof are to be expended for an educational or charitable purpose; *but such use shall not be permitted* if such meetings, entertainments and occasions are under the exclusive control, and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or organization; *providing* that at all times buildings and grounds are used in accordance with the rules and regulations of the board of education and that its representative is in charge of the same (Art. 16, § § 454-455, pp. 140-142, Ed. Law, edition, 1918).

§ 5. **Who may teach in school buildings.** No teacher or other person not duly licensed and in the employ of the board of education shall teach or lecture or otherwise give instruction to any person or group of persons in any school building or on school grounds or other property belonging to or under the control of the board of education *unless* the same shall have first obtained permission from the board or superintendent after due inquiry has been made as to the nature and purpose of the intended use and the nature of the instruction and the same found to be not contrary to any rule of the board or law of the state.

§ 6. **Attendance officer.** The attendance officer shall devote his entire time to the matter of attendance and other school work herein specified or which may be assigned by the superintendent or by the secretary of the school census pertaining to attendance for *at least 7 hours each school day*; to call each school on the telephone at 9 a. m. and at 1:15 p. m. and ascertain whether or not his services are needed; to look up and report *definitely* to the teacher or other

person or persons concerned on all cases referred to him, keeping a written record of such cases; to inspect all factories, stores, shops, and other places employing children and ascertain *by personally inspecting the credentials* if children found employed in such places have complied with the provisions of the compulsory education law; to accost pupils of compulsory school age seen on the streets or in places of amusement when school is in session, and ascertain the cause of their being out of school, disposing of each such case in accordance with the compulsory attendance law; to bring action against violators of said law, exercise supervision over children out on work certificates, and make a written report of his work to the superintendent each month and at the end of the year. He shall also, act as messenger between the superintendent's office and the various schools and between the different schools and business places, and shall perform such other duties assigned to him as will make his services "effective, efficient and satisfactory" as required by law.

ARTICLE XII

*Boundaries of Sub-districts**

WEST HILL DISTRICT. West Hill District comprehends all that territory within the city limits lying on the west of the following boundary line: Beginning at the intersection of the most easterly tract of the Lehigh Valley railroad with the city line on the south and extending northward along the center of said track to Cascadilla street, thence westward 30 feet south of the south side of Cascadilla street to Cayuga Inlet, and thence along the center of Cayuga Inlet to Cayuga Lake.

SOUTH HILL DISTRICT. South Hill District comprehends all that territory within the city limits lying south of the following boundary line: Beginning with the intersection of the most easterly track of the Lehigh Valley railroad with the city line on the south and extending northward along the center of said track to West Clinton street, thence along the center of West Clinton street eastward to its junction with South Geneva street, thence along the center of South Geneva street northward to its junction with West Green street, thence along the center of West Green street eastward to its junction with Six Mile creek, thence along the center

*Pupils must attend the schools in the sub-districts in which they live.

of Six Mile creek eastward to a point opposite the junction with Hudson and Giles streets, thence southward along the center of Hudson street to the city line.

EAST HILL DISTRICT. East Hill District comprehends all that territory within the city limits lying to the east of the following boundary line: Beginning with the intersection of Hudson street with the city line on the south and extending northward along the center of Hudson street to a point on Six Mile creek opposite the junction of Hudson and Giles streets, thence westward along the center of Six Mile creek to Aurora street, thence northward along the center of Aurora street to Cascadilla creek, then eastward along the center of Cascadilla creek to Stewart avenue, thence northward along the center of Stewart avenue, to the city line.

FALL CREEK DISTRICT. Fall Creek District comprehends all that territory within the city limits lying to the north of the following boundary line: Beginning with the intersection of Cayuga Inlet and the city line on the north and extending southward along the center of Cayuga Inlet to Cascadilla creek, thence eastward along the center of Cascadilla creek to the point of intersection with Linn street, thence northward along the western boundary of the city cemetery to its intersection with Cornell avenue, thence westward to the base of the hill to a point opposite Yates street, thence northward along the base of the hill to Fall creek, thence eastward along the center of Fall creek to Stewart avenue, thence northward along Stewart avenue to the city line.

CENTRAL DISTRICT. Central district comprehends all that territory within the following boundary line: Beginning with the intersection of Six Mile creek with the most easterly track of the Lehigh Valley railroad on the south and extending northward along the center of said track to a point 30 feet south of the south side of Cascadilla street, thence westward by a line 30 feet south of the south side of Cascadilla street to Cayuga Inlet, thence northward along the center of Cayuga Inlet to Cascadilla creek, thence eastward along the center of Cascadilla creek to Aurora street, thence southward along the center of Aurora street to Six Mile creek at its junction with East Green street, thence westward along the center of Green street to its junction with South Geneva street, thence southward along the center of South Geneva street to its junction with West Clinton street, thence along the center of West

Green street to the most easterly track of the Lehigh Valley railroad, thence southward along the track to Six Mile creek at the point of beginning.

NEUTRAL DISTRICT. Neutral District comprehends all that territory within the city limits and bounded as follows: Beginning with the intersection of Cascadilla Park and Stewart avenue and extending westward along the center of Cascadilla creek to University avenue, thence northward on University avenue to its intersection with Cornell avenue, thence westward to the base of the hill to a point opposite Yates street, thence northward along the base of the hill to Fall creek, thence eastward along the center of Fall creek to Stewart avenue, thence southward along Stewart avenue to the point of beginning. *Patrons of the public schools living within this district may elect to send their children to either the Fall Creek or East Hill schools.*

Attendance compulsory. See State Education Law, page 188.*

Fire Drills required by law. See page 217 of the State Education Law.

Flag The, must float over every school house each day school is in session. See State Education Law, page 216.

Patriotism, Instruction in, required by law. See State Education Law, page 215.

Physical Training, Instruction, in, required by law. See State Education Law, page 208.

Physiology and Hygiene, Instruction in, required by law. See State Education Law, page 205.

School Census required by law. See State Education Law, page 200.

Adopted and in force May, 1919.

*NOTE: References to the State Education Law are to the 1918 edition.

obtain the permission of the committee provided in § 3 hereof. No such permission will be granted excepting upon the request of a majority of the faculty members of the council having jurisdiction and the approval of the superintendent of schools.

§ 18. **For each and every** other occasion not provided for in the foregoing sections, special permission as provided in § 17 hereof must be obtained. For the use of Foster Memorial Hall for lectures, concerts, dramatic and literary programs, etc., arrangements can be made with the superintendent of schools providing, however, that such arrangements are in harmony with the state law and the foregoing sections.

§ 19. **All high school pupils** who have attended four full years or more without graduation and without sufficient cause for their failure to graduate shall, *in the interests of good scholarship*, be excluded from participation in student activities, unless upon the request of the faculty members of the council concerned the committee provided in § 3 removes the disability.

§ 20. **Constitutions of organizations.** The constitutions of the Athletic Association, Congress, Legislative Assembly, and Senior Class of the Ithaca High School are a part of the regulations of the board of education and are to be administered as such.

ARTICLE IX

Duties of Janitors

Section 1. It shall be the duty of all janitors employed by the board of education to devote their full time to the duties of their office;

§ 2. To see that the buildings are properly heated, and that the heating apparatus is suitably cared for, to report promptly to the superintendent any defects therein, and to prepare the necessary wood for kindling purposes;

§ 3. To thoroughly sweep the school rooms, halls and stairs, and carefully remove the dust from desks, chairs, tables and other furniture every day, and to keep the rooms clean and in good order;

§ 4. To mop the floors at Christmas and summer vacations and at other times when directed to do so by the principal of the school or by the superintendent;

§ 5. To clean out the chalk dust from the troughs of the black-

boards and from the erasers and wash the boards, wash basins, stools and urinals once each week;

§ 6. To clean all the rooms, halls, windows, desks and other furniture, the attics and basement during the summer vacation;

§ 7. To inspect the water closets each day and keep them clean and free from odors, and to remove by washing or by painting all writing, drawings, or other objectionable matter from water closets;

§ 8. To keep all walks about the building free from snow and ice, and from dirt and rubbish; to cut the grass in the yards and curbs as often as may be necessary to keep them neat and tidy, and to keep the yards at all times clear of weeds and rubbish;

§ 9. To see that the doors and windows of the building are closed and fastened when there is no school, and to take good care of the premises during vacation;

§ 10. To make any minor repairs to desks, windows, doors, curtains, etc. (the material therefor being furnished by the board), and to give notice to the Chairman of the Supplies Committee whenever the coal supply is not sufficient for more than two weeks;

§ 11. To be at all times courteous and respectful to teachers, and to perform any reasonable service in the line of their duty not herein specified, at the request of the principal or the superintendent;

§ 12. To keep the basement and the attic at all times free from paper and other rubbish and to burn all refuse daily, thus preventing the accumulation in or about the building of all inflammable materials;

§ 13. *Not to admit children into the building out of school hours or to the basement at any hour, except those having permission from the teacher; nor to admit other persons to the building except those whose business gives them a right of entrance;*

§ 14. To do such other work as may properly come within the scope of their duties or which may be specially agreed upon at the time of appointment. It is the duty of all janitors to become thoroughly conversant with these rules and to keep a copy convenient for reference;

§ 15. To make a monthly report to the superintendent in writing, upon blanks provided for the purpose, to the effect that all provisions of this Article have been faithfully observed.

§ 16. **It shall be the duty** of headmasters and of the principals of elementary schools to see that janitors discharge their duties according to the foregoing regulations, and to report any delinquencies to the superintendent.

ARTICLE X

Health Education—School Nurse and Hygienist

Section 1. **Health certificates.** It shall be the duty of the school nurse and school physician to cause all pupils, not presenting health certificates signed by a duly licensed physician within thirty days after their entrance to school, to be separately and carefully examined and to issue health certificates to the same (Sec. 573, p. 171, Ed. Law, edition, 1918);

§ 2. **Health records.** To keep all health certificates presented by pupils or furnished by the school nurse or school physician duly and properly filed showing what further examinations have been made, what results obtained, diseases each pupil has had, and such other information relating to the health of each individual child as may be necessary for a complete and accurate health record;

§ 3. **Includes all schools.** To visit at regular intervals all of the public schools of the city for the purpose of examining, as to his physical condition, each and every child, in accordance with the provisions of the state law providing for medical inspection, such examination to include the eyes, ears, nose, and throat, and defects noted to be brought to the attention of parents;

§ 4. **Contagion.** To exclude from school such children as are found to be afflicted with contagious disease and report the same to the city health officer, requiring such as have a contagion to furnish a physician's certificate of health to the teacher upon their return to school or such certificate duly signed by the school nurse upon the blank provided for the purpose and printed elsewhere in this manual (see Art. VI, § 18);

§ 5. **Operations.** To secure the parent's or guardian's written consent before becoming responsible for or assisting in an operation for the removal of the tonsils, adenoids, or other defects in the case of any child attending any of the public schools, and to keep said written consent on file for reference.

§ 6. **Reports.** It shall be the duty of the school nurse to devote her whole time to the duties of her office and to make such

reports as the superintendent may from time to time require (§ 870, paragraphs 4, 5, Ed. Law, 1918 edition).

§ 7. **Hygienist.** It shall be the duty of the dental nurse to make regular visits to all schools for the purpose of examining the teeth of all children; to advise parents in writing of defects discovered; to care for the teeth of such children as do not have them cared for by a family dentist; and before any teeth are filled or extracted, or otherwise treated, except cleaned, to first obtain the written consent of the parent or guardian and keep the same on file for reference;

§ 8. **School clinic.** To have charge of and be responsible for the school clinic including the apparatus and supplies, assist dentists working in the clinic, and make a careful record of all work done;

§ 9. **Reports.** To devote her whole time to the duties of her office and make such reports monthly and annually to the superintendent as he may require for his information and for the information of the board of education or any of its members (§ 870, paragraphs 4, 5, Ed. Law, 1918 edition).

ARTICLE XI

Miscellaneous Provisions—Attendance Officer

Section 1. **Visitation invited.** Friends and patrons of the schools are invited to visit them at any time; but the regular exercises of the school shall not be departed from, save at the special request of the visitors or by direction of the superintendent. Visitors shall not interrupt the work nor occupy seats with pupils nor hinder them by conversation or otherwise.

§ 2. **No subscription paper.** No subscription paper shall be circulated in school, nor shall any collection or contribution be taken therein for the purpose of presenting a gift or testimonial to a teacher, or a member or officer of the board; nor shall notice of any entertainment be given in the schools unless the same be immediately connected with the interests of the schools or directly with education.

§ 3. **Publisher, agent and advertiser.** No publisher or agent for any book, school apparatus or furniture of any kind, shall occupy the time of teachers during school hours; nor shall any publisher or other person have access at any time to the names and ad-

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